



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:23-JUL-2012

PLEASE POST ON A BULLETIN BOARD IN A CONSPICUOUS PLACE

THE UNIVERSITY OF BRITISH COLUMBIA

APPLICATION INSTRUCTIONS

All career opportunities can be accessed at: www.hr.ubc.ca/careers

INTERNAL APPLICANTS

Internal applicants will apply for positions using the myCareer feature in the self-service web portal, accessible by logging in with their Campus Wide Log-in (CWL) ID.

EXTERNAL APPLICANTS

External applicants will create their online profile by visiting www.hr.ubc.ca/careers. Once you have selected the position you would like to apply for, you can create your online profile and upload your resume.

For those wishing to apply using a paper format, please submit an application resume for each position for which you wish to be considered, by specifying the Position and Job ID, to:

THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

The Job Posting does not imply that any applicant will necessarily be selected for the position, nor is the classification as listed a commitment by the University to appoint an applicant to the classification.

Applications for each of the following vacancies should be submitted by 11:59PM on the posting close date.

VIEW OUR CAREER OPPORTUNITIES WEEKLY

Sign up for Job Alerts within myCareer to receive email notifications when new opportunities are posted online.

VIEW YOUR APPLICATION STATUS

View the status of your application(s) by logging into myCareer. You can also choose to apply for multiple job postings at the same time.

Note: Unless otherwise indicated, positions are full-time Monday to Friday.

Research Grants, Capital Funds and Self-supporting positions can be continued only as long as funds are available.

UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.



Job Posting

Job ID: 13334 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Clerk V **Business Title:** Clerk V
Department: UBCO - Financial Services
Salary: \$36,036.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-30 **Available Openings:** 1

Job Summary

This position is responsible for the provision of payroll services to UBC Okanagan campus faculty, students and staff represented under the various collective agreements. Processes payroll and benefit documentation within guidelines and in accordance with complex agreements and statutory regulations. Responds to enquiries relating to payroll and benefit entitlements. Communicates with internal and external parties to resolve payroll and benefit entitlement issues.

Organizational Status

Reports to the Manager, Financial Services, UBC Okanagan campus. The position interacts with Faculty Relations, Human Resources and other administrative personnel at UBC in Kelowna and Vancouver as well as external organizations such as Human Resources Development Canada, Canada Revenue Agency, banks and benefit carriers to clarify information and respond to enquiries.

Work Performed

1. Provides payroll services to faculty, staff and students by:
 - Processing appointment forms and other payroll-related documents into the PeopleSoft HRMs system.
 - Verifying that all data on the forms is complete, accurate and that the form has been appropriately authorized.
 - Enrolling faculty and staff in mandatory and optional benefits.
 - Calculating and issuing payroll adjustments such as late and retroactive payments, pay advances, vacation pay, temporary promotion amounts and benefit premium deductions.
 - Processing termination documentation, updating system records, notifying benefit carriers, and issuing a Record of Employment.
 - Identifying and recovering overpayments including calculating income tax, Canada pension plan, employment insurance as well as other benefit deductions related to the overpayment.
 - Liaising with the employee and department administrators regarding all overpayment issues.
 - Preparing any journal entries or cash receipts as required.
2. Provides payroll information and documentation to faculty, staff and students by:
 - Supplying complete, accurate and timely information related to the collective agreements, such as compensation scales, vacation and benefit entitlements, statutory holiday pay, maternity parental leave, and overtime.
 - Responding in a timely fashion to payroll inquiries, requests and problems.
 - Providing training and orientation to staff in the departments regarding the processing of appointment forms and other payroll



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documentation such as student appointment forms, transfer and severance forms, timesheets and payroll deadlines.

-Providing information to employees on how to apply for maternity parental leave and sick leave. -Calculating and processing these in accordance with applicable collective agreements and legislation.

-Maintaining employee personal and family information including education level for faculty members and recording student work authorizations and landing immigration papers issued by Immigration Canada.

-Releasing payroll information such as employment verification letters and statements of earnings as provided for under the Freedom of Information and Privacy Act.

-Assisting with Payroll annual (T4) and fiscal year end reporting requirements. Responding to T4 T4A inquiries, identifying and resolving any T4 T4A problems.

-Identifying improvements to payroll policies and procedures to the Director.

3. Performs other related duties as required.

Supervision Received

Reports to the Manager, Financial Services, UBC Okanagan campus. This position works with limited supervision within established policies, procedures and accepted practices.

Supervision Given

None.

Consequence of Error/Judgement

Incorrect payments or non-payments to employees could result in financial loss to the University or financial hardship for employees. Significant financial fines from third party organizations (such as HRDC, WCB and CRA) and legal expenses could also result. Failure to correctly enter benefit information or provide timely notification of enrollment to benefit carriers could result in delays in the provision of benefits and financial hardship for employees.

Qualifications

Completion of Grade 12 with a minimum of two years post-secondary education in Commerce or Business Administration, including training in basic accounting principles and practices. Completion of Canadian Payroll Association (CPA) Payroll Compliance Practitioner (PCP) or equivalent preferred. Willingness to enroll in and complete PCP certification is required. Minimum four years of relevant experience in reconciling accounts and working in accounting operational environment. Competent with MS Word, MS Excel, MS Outlook and the Internet. Experience in payroll department of large unionized employer an asset. Detail oriented with excellent problem solving skills, able to multi-task, set priorities, manage workflow effectively and meet deadlines. Effective communication and organizational skills. Experience with PeopleSoft an asset. Ability to exercise sound judgment and discretion, and to work effectively with all levels of University personnel.

Demonstrated ability to work both independently and within a team environment.

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Job Posting

Job ID: 13541
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst I **Business Title:** Program Assistant, Year 1&2
Department: UBCO - Southern Medical Program
Salary: \$ 21.21 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-27
Job End Date: 2013-08-30
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-29 **Available Openings:** 1

Job Summary

This position will provide administrative program support to Years 1 and 2 of the Southern Medical Program: Foundations of Medicine (FMED), Doctor, Patient & Society (DPAS), Clinical Skills and Family Practice. The incumbent, working with the Year 1 & 2 Program Manager and Course Directors, will liaise with faculty, tutors and staff of the Southern Medical Program.

Until the full four-year curriculum has been implemented, this position is in a state of evolution whereby duties may be added or removed as operational requirements are developed and refined. This position will require an individual who is comfortable in an atmosphere of ambiguity while systems and processes are being established.

Organizational Status

This position reports directly to the Program Manager, Years 1 & 2 who will provide direction on administrative and program development matters. In addition to the Program Manager, Years 1 & 2, the team includes: Course Directors, Instructors, and Program Assistants. The incumbent will communicate and work effectively with SMP staff, faculty, instructors, tutors and students as well as individuals throughout the University of British Columbia Vancouver and Okanagan campuses, with representatives of partner universities (UNBC, UVic), and with representatives of the Interior Health Authority. The incumbent will liaise with representatives of other external organizations as required. The incumbent will assist in supporting Course Directors with program delivery. Some travel to the UBC Clinical Academic Campus (KGH) and UBC Vancouver may be required.

Work Performed

1. Provides Program Coordination and Support by: (70%)
 - Working with the Program Manager, Years 1 & 2, Course Directors and UBC Faculty of Medicine staff to support the delivery of the Years 1 & 2 curriculum; including the development of first and second year course schedules, timetables, materials, resources and distribution to course directors, faculty, instructors, tutors and students.
 - Coordinating physician scheduling and ensures available back up due to cancellation and emergencies.
 - Developing course schedules, a complex process involving a series of planned meetings for each of the courses. Ensuring the necessary rooms are booked, contacting local lecturers and tutors, creating the contract letters, calculating and tracking payments, coordinating lecture presentations and supplemental materials, distributing to students, postings to MEDICOL by established deadlines.
 - Editing, formatting and distributing course material, guides and manuals, making them site specific.



- Maintaining student groups and profiles; preparing and distributing to the appropriate end users.
- Creating and maintaining SMP databases for all information pertaining to physicians, health professionals, volunteer standardized patients, students and faculty participation for both HSC and CAC-KGH sites.
- Maintaining the Years 1 & 2 course sections of the MEDICOL website for the SMP.
- Communicating with community leaders to coordinate and facilitate expanded educational opportunities for students.
- Working with the Program Manager, Years 1 & 2 and other Program Assistants to establish new internal policies and procedures.
- Participating on Years 1 & 2 course education committees and other committees as required.
- Ensuring local and videoconference sessions are set-up for program delivery of academic teaching sessions and Years 1 & 2 course education committee meetings.

2. Performs Administrative Support by: (15%)

- Preparing and maintaining accurate confidential student files.
- Preparing and distributing agendas, providing materials, scheduling, taking and distributing minutes for Years 1 & 2 course education committees. Following up on all action items and ensuring ongoing issues are brought forward.
- Maintaining email and contact lists.
- Booking local rooms and planning events; arranging catering for events as per established policies and procedures.
- Setting up access and providing training to faculty and tutors in use of the Medicine and Dentistry Curriculum On-Line (MEDICOL) web-based system.
- Procuring equipment, making travel arrangements and ensuring required documentation is provided to SMP Finance Clerk.
- Attending UBC and or SMP meetings as required.
- Creating and maintaining site Standard Operating Procedures (SOP) manual and Records Classification System for this position.
- Providing program support to colleagues during absences.

3. Supports Students by: (5%)

- Handling student and faculty enquiries as it pertains to all Years 1 & 2 courses.
- Participating in learner orientations.
- Coordinating UBC and IHA computer access and confidentiality agreements for students.
- Developing and disseminating orientation packages for students that include reporting, academic teaching schedules, course objectives, relevant policies, reading lists, handouts, security passes, access codes and other logistics.

4. Supports Teaching Payments and Expenses by: (5%)

- Tracking and coordinating clinical faculty, non-clinical faculty and tutor payments as it pertains to all Years 1 & 2 courses.
- Ensuring payments fall within the policies and procedures.
- Providing payment data to the Program Manager, Years 1 & 2 for review.
- Tracking Years 1 & 2 program expenses pertaining to site visits and submitting to the Program Manager, Years 1 & 2 for approval and final processing.

5. Supports Assessment and Evaluation by: (5%)

- Providing instruction and support to faculty and tutors in use of assessment software.
- Assisting with collection and tracking of confidential student, faculty, tutor and course assessments; may use specific software to track assessment data and follows-up on outstanding assessments and generates reports as required.
- Working with faculty and staff in coordinating and supporting examination processes.
- Acting as an invigilator for examinations.
- Supporting curriculum and program evaluation as required.

6. Performs other related duties as necessary in keeping with the qualifications and requirements of the job.

Supervision Received

The incumbent reports to the Program Manager, Years 1 & 2. The incumbent is expected to work with a minimal level of supervision.

Supervision Given



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None.

Consequence of Error/Judgement

Decisions where clear procedures are not available will be directed to the Program Manager, Years 1 & 2. The incumbent will be working within a high-performing team environment and will participate in finding solutions to issues. The incumbent must be able to work independently and set priorities. Errors in judgment or ineffective communication may compromise the effectiveness of the SMP and could have negative impacts amongst all stakeholders. Tact, diplomacy, confidentiality and excellent interpersonal skills are key skill requirements.

Qualifications

High school graduation, plus a minimum of two years post-secondary education and three years' experience providing direct, high level relevant administrative program support in a University or large, complex health care organization, or equivalent combination of education and experience. Superior skills in verbal and written communication. Advanced user of MS Office Suite (Word, Excel, PowerPoint), FileMaker Pro, web browsers, MS Outlook. Demonstrated strong interpersonal, planning, independent problem-solving and organizational skills. Ability to exercise high level of tact and discretion, project positive image and be diplomatic in stressful situations while maintaining confidentiality in dealing with students and faculty. Planning experience, especially in the planning of events projects. Ability to type 60 wpm, dictation transcription and ability to take minutes. Experience with audiovisual videoconference equipment. Good understanding of University administrative processes, hospital health authority structure and functioning preferred and a demonstrated understanding of medical terminology. Knowledgeable regarding communities within the Interior of BC. Demonstrated ability to take initiative and to work under pressure to meet constant deadlines. Ability to work independently and within a team environment. Attention to high level detail must be maintained. Comfortable learning new technologies. Flexible, comfortable working in ambiguity, and high action orientation and invigorated by change. Superior knowledge of file and records classification systems and processes. A broad and extensive knowledge of university policies and the UBC medical school's curriculum. Ability to work after regular hours as required. Ability to travel between sites.

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Job Posting

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Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst I **Business Title:** Program Assistant, Year 1&2
Department: UBCO - Southern Medical Program
Salary: \$38,604.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-27 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-29 **Available Openings:** 1

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- Working with faculty and staff in coordinating and supporting examination processes.
- Acting as an invigilator for examinations.
- Supporting curriculum and program evaluation as required.

6. Performs other related duties as necessary in keeping with the qualifications and requirements of the job.

Supervision Received

The incumbent reports to the Program Manager, Years 1 & 2. The incumbent is expected to work with a minimal level of supervision.

Supervision Given



None.

Consequence of Error/Judgement

Decisions where clear procedures are not available will be directed to the Program Manager, Years 1 & 2. The incumbent will be working within a high-performing team environment and will participate in finding solutions to issues. The incumbent must be able to work independently and set priorities. Errors in judgment or ineffective communication may compromise the effectiveness of the SMP and could have negative impacts amongst all stakeholders. Tact, diplomacy, confidentiality and excellent interpersonal skills are key skill requirements.

Qualifications

High school graduation, plus a minimum of two years post-secondary education and three years' experience providing direct, high level relevant administrative program support in a University or large, complex health care organization, or equivalent combination of education and experience. Superior skills in verbal and written communication. Advanced user of MS Office Suite (Word, Excel, PowerPoint), FileMaker Pro, web browsers, MS Outlook. Demonstrated strong interpersonal, planning, independent problem-solving and organizational skills. Ability to exercise high level of tact and discretion, project positive image and be diplomatic in stressful situations while maintaining confidentiality in dealing with students and faculty. Planning experience, especially in the planning of events projects. Ability to type 60 wpm, dictation transcription and ability to take minutes. Experience with audiovisual videoconference equipment. Good understanding of University administrative processes, hospital health authority structure and functioning preferred and a demonstrated understanding of medical terminology. Knowledgeable regarding communities within the Interior of BC. Demonstrated ability to take initiative and to work under pressure to meet constant deadlines. Ability to work independently and within a team environment. Attention to high level detail must be maintained. Comfortable learning new technologies. Flexible, comfortable working in ambiguity, and high action orientation and invigorated by change. Superior knowledge of file and records classification systems and processes. A broad and extensive knowledge of university policies and the UBC medical school's curriculum. Ability to work after regular hours as required. Ability to travel between sites.

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Job Posting

Job ID:	13503		
Location:	Kelowna - UBC Okanagan		
Employment Group:	BCGEU UBC-Okanagan		
Job Category:	Clerical - BCGEU		
Classification Title:	Support Services Coord I	Business Title:	Research & Trust Financial Specialist
Department:	UBCO - Financial Services		
Salary:	\$45,864.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-10	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-07-27	Available Openings:	1

Job Summary

Administers contract and grant accounts for complex sponsored research and specific purpose funds and provides training assistance to the University research community. Reconciles complex Project Grants, invoices sponsoring agencies, prepares financial reports on the use of the contract and grant funds and advises and informs research faculty on financial matters. The job is not routine and entails exercise of judgment and knowledge of University, Granting Agencies, and accounting policies and procedures. The incumbent establishes their own priorities in accomplishing work, and receives instruction only on unusual problems.

Organizational Status

Reports to the Manager, Financial Services, UBC Okanagan campus. Maintains liaison with University administrative units such as Research Services, University Industry Liaison, Research and Trust Accounting, UBC Vancouver campus. Regularly interacts with faculty and staff from throughout the University.

Work Performed

1. Oversees own portfolio of contract and grant accounts for sponsored research and specific purpose trust funds by:
 - Interpreting Agency's guidelines and University policies to ensure that the administration and the use of the funds are in compliance.
 - Preparing invoices and financial statements to sponsor agencies according to Agency terms and conditions and University policies and procedures.
 - Preparing complex reconciliation of Project Grants, reviewing and maintaining budgets, initiating and following up on collection of funds due to the University, inactivating Project Grants, and monitoring deposit of funds.
 - Reviewing requisitions for payments to advance funds to collaborating institutions to ensure the appropriateness of transfer and procedures are adhered to.
 - Reviewing requisitions for payments and journal vouchers as requested, exercising judgment in determining appropriateness of transaction.
 - Reviewing Project Grant and budget set-up initiated from Research Services.
 - Identifying and reviewing cash receipts to ensure correct allocation of funds to the appropriate PG accounts.
 - Monitoring over-expenditure notifications and cash deficit review.

2. Advises and provides authoritative advice to Faculty, Department Administrators, and Department Heads regarding financial



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information pertaining to their research Project Grants by:

- Providing researchers with information on reporting and tools to manage research projects, including the requirements and policies of particular sponsors.
- Answering non-routine enquiries concerning research and trust PGs.
- Providing information regarding granting agency policies and contract terms and University policies and procedures.

3. Supports the Finance department at the UBC Okanagan campus by:

- Training new staff and faculty.
- Providing training to departmental administrators and participating in Faculty visits.
- Conducting monthly spot audits on transactions to ensure adherence to Agency and University policies.
- Assessing, evaluating and recommending accounting internal controls, policies and procedures to ensure compliance with University, Granting Agency and accounting policies.
- Assisting internal and external auditors as required.
- Ensuring that excellent customer service is provided and that all queries are handled on an accurate and timely basis.
- Acting as Financial Management System nQuery Security Administrator for the UBC Okanagan campus.
- Providing financial analysis and undertaking ad-hoc projects as required.

4. Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Reports to the Director, Finance, UBC Okanagan campus. Works independently within established policies and procedures. Establishes own priorities in accomplishing job duties, and receives direction on unusual issues.

Supervision Given

This position does not supervise staff.

Consequence of Error/Judgement

Non-compliance with contractual terms and or Agency guidelines could result in the return of agency funds, loss of future funds, and or inability to collect funds owed to the University. Incorrect interpretation of Agency and University policy provided to Faculty can result in non-compliance with agency terms on the use of funds. Incorrect analysis, and financial reporting or invoicing to the contract granting agencies will provide mis-representation on use of funds, and loss of University credibility in administration of research funds.

Qualifications

University degree in Commerce or Business Administration plus completion of two years in an accredited accounting program (CGA, CMA or CA) is required. A minimum of two years related work experience in a complex, operational accounting environment or an equivalent combination of education and experience. Relevant UBC experience is preferred. Experience in research and trust accounting an asset. Experience in performing complex reconciliations is required. Experience with financial management software, preferably PeopleSoft, is required. Proficient understanding of accounting concepts and principles. Detail orientated with excellent problem identification, analytical and problem solving skills. Ability to work with a high degree of accuracy and attention to detail. Good organizational skills and an ability to work effectively under pressure. Ability to multi-task, set appropriate priorities and meet deadlines. Excellent verbal and written communication, interpersonal and assertiveness skills. Ability to work both independently and in a team environment. Advanced knowledge of MS Office and database software as well as fluency in PeopleSoft or other large ERP system.

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Job Posting

Job ID: 13040
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician III **Business Title:** Laboratory Technician III
Department: UBCO-Faculty of AppliedScience
Salary: \$ 21.21 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-05-24
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-08-09 **Available Openings:** 1

Job Summary

Provides support to the School of Engineering teaching and research facilities, including support facilities such as machine shops, welding shops and paint shops. As a function of this position the incumbent will be responsible to configure laboratory setups in advance of student usage, perform periodic maintenance on School equipment, assist the Instructors as necessary and ensure that all safety equipment is maintained. Incumbent will be responsible to perform fabrication and assembly of complex equipment and test fixtures for use in teaching and research facilities. Understands and maintains equipment and lab manuals, university safety guidelines, purchasing and receiving guidelines.

Organizational Status

This position will require the incumbent to work closely with supervisor, staff and faculty to assure projects, laboratories and research schedules are met and that all safety aspects are implemented. This position will be responsible for ordering of equipment and will require constant contact with vendors and supply management to facilitate the School of Engineering's ordering and receiving requirements.

Work Performed

Maintains and services safety equipment such as cycling eye wash stations and showers.

Verifies tools and lab equipment has proper safety guidelines in place prior to use.

Keeps first aid kits properly stocked and reorders supplies when stock is expended or expired.

Maintains MSDS (Material Safety Data Sheets) manuals as inventory are entered into each lab.

Provides support on the use of safety equipment for the School.

Understands and implements safety guidelines as provided by the university health and safety office.

Understands and follows the guidelines as provided by the WHMIS (Workplace Hazardous Materials Information System) program.



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Sets up labs to meet teaching schedules utilizing lab manuals and approved school procedures. This includes lab setup, assisting lab instructors when necessary and putting equipment in its proper place upon completion of lab sessions.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Is able to read electrical electronic schematics, troubleshoot and perform repairs to component level if necessary.

Orders replacement parts and maintains a minimal stock of expendable items.

Assembles and tests equipment prior to use in lab to verify proper operational status.

Builds or fabricates test setups as needed using sketches, schematics and functional drawings.

Understands equipment functions and usage and assisting in the instruction of the care and use of equipment to students.

Assists in equipment setup.

Assists lab personnel with ordering of equipment and supplies.

Understands the use and operation of equipment and assisting in instruction to lab personal.

Builds or fabricates test fixtures and apparatus per instructions from lab personnel.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Assists in the ordering of equipment and supplies by researching vendors for proper equipment, filling out purchase order forms and turning them in for approval.

Updates the schools inventory database, keeping accurate records of all equipment purchased and their locations within the school.

Performs periodic inventories of expendable items to maintain adequate stock for teaching labs.

Assists in the performance of an annual inventory of all school equipment.

Updates records of each labs required equipment when changes are implemented.

Performs local pick up and delivery of ordered equipment and stock using school owned vehicles.

Receives equipment and supplies, and then dispersing it to the appropriate lab locations.

Supports the vehicle maintenance program by: maintaining records of services performed on the vehicles, delivering the vehicles to dealership for maintenance and repairs, ensuring normal maintenance, such as oil changes, tire rotation etc, is performed on a regularly scheduled timetable by the appropriate service provider and performing minor maintenance such as topping off of washer fluids, checking tire pressures and fluid levels and cleaning of the vehicles.

Performs other duties as required by the Director or the Laboratory Manager of the School of Engineering.

Supervision Received

Based on schedules and lab requirements, the technician is expected to work independently with minimal supervision but will work closely with the Lab Manager to resolve technical issues and to implement changes within the labs.



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Supervision Given

The incumbent may assist in the supervision and training of employees and students in support of lab projects and teaching labs.

Consequence of Error/Judgement

Judgment requires a thorough understanding of the policies and procedures as prescribed by the University and the Faculty of Applied Science and the School of Engineering.

The incumbent will be required to work independently with minimal supervision and is expected to perform duties in a precise and timely manner.

Student and lab safety is paramount. Failure to follow safety guidelines could result in personal injury or loss of equipment. Improper time management could lead to delays in labs and adversely affect the outcomes of the labs. Poorly maintained equipment could cause injury to students or be detrimental to the outcome of experiments causing loss of time and valuable research information.

Qualifications

Post secondary diploma in electronics electrical discipline, (or comparable experience) with a desired minimum of 2 yrs experience in industrial or educational laboratory environment or equivalent combination of education and experience. Ability to work with basic electrical tools, analytical instruments and laboratory test equipment required. Effective oral and written communication is required. Excellent organizational and interpersonal skills are required. Ability to carry out complex tasks with little supervision is essential. First Aid and WHMIS (Workplace Hazardous Materials Information System) certification is an asset. Ability to work independently or within a team with minimal supervision is expected. Excellent computer skills using Microsoft Office products are required and familiarity with programs such as C, C++, Matlab and Labview is desirable.

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Job Posting

Job ID: 13546
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Secretarial - BCGEU
Classification Title: Secretary II
Business Title: Assistant to the Dean and Associate Dean
Department: UBCO-Education - Dean's Office
Salary: \$36,036.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-20
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-30
Available Openings: 1

Job Summary

To provide a wide range of personal and confidential administrative and secretarial support to the Dean Associate Dean and the Director of the Okanagan Sustainability Institute in the Faculty of Education. This position requires a thorough knowledge of University and Faculty policies and procedures and office administration. Ability to work independently, professionally, and proactively. Must have outstanding judgment and be able to act with tact and discretion.

Organizational Status

The Assistant to the Dean and Associate Dean works most closely with (and reports to) the Dean and Associate Dean, but also liaises with Faculty of Education coordinators, faculty, and staff as well as other administrative offices including the Office of the President, Office of the Deputy Vice Chancellor Okanagan (DVC), Senate, as well as government, industry, and community representatives.

Work Performed

1. Provides secretarial support to the Dean and Associate Dean by:
 - Coordinating the Dean and Associate Dean's appointments and calendars.
 - Acting as liaison between the Dean and Associate Dean's offices and faculty and staff in the Faculty of Education and in other academic and administrative offices.
 - Coordinating Education Faculty Council meetings including logistics and correspondence with members; overseeing the compilation of background materials and ensuring the progress of action items. Preparing agenda, minutes and briefing materials.
 - Reviewing the Dean and Associate Dean's incoming mail and email and responding to routine inquiries. For non-routine inquiries, locates and provides the Dean and Associate Dean with background information as required.
 - Coordinating the Dean and Associate Dean's travel arrangements including airlines, car rental, and accommodations.
 - Planning, organizing and coordinating materials for the perusal of the Dean and Associate Dean in preparation for deadlines and meetings.
 - Providing presentation support to the Dean and Associate Dean which may include preparing PowerPoint slides.
2. Provides administrative support for the Dean's Office by:
 - Acting as initial contact for inquiries to the Dean and Associate Dean, researching and compiling background information as required and referring to the appropriate staff for response.



- Preparing correspondence, letters, memos, e-mail and regular and special reports for the Dean and Associate Dean.
- Assisting the Dean and Associate Dean in determining project implementation, ensuring all are consistent with the Faculty of Education mission, strategic plans, and policies.
- Developing and implementing record keeping and office routines and procedures for efficient and timely work flow, such as filing systems and information retrieval, systems, bring-forward systems, and timetables for submissions of regular and special reports.
- Maintaining a file of current University and Faculty of Education policies and procedures.
- Preparing expense claims for the Dean and Associate Dean.
- Preparing confidential material on student and personnel matters.

3. Provides administrative support to the Director of the Okanagan Sustainability Institute by:

- Preparing expense claims
- Preparing confidential materials
- Assist with planning events
- Assist with travel arrangements

4. Performs other duties as required.

Supervision Received

This position reports directly to the Faculty Administrator in collaboration with the Dean, Associate Dean and the Director of the Okanagan Sustainability Institute, but works independently on a day-to-day basis with minimal supervision. Overall objectives are determined in consultation with the Dean. Within those guidelines, this position works independently, determining priorities as necessary. Guidance is received in matters of strategic significance.

Supervision Given

None.

Consequence of Error/Judgement

The Assistant to the Dean, Associate Dean and the Director of the Okanagan Sustainability Institute requires confidentiality, excellent communication skills, exercise extensive good judgment, strong organizational skills. Task-management skills are required to ensure jobs are executed efficiently, accurately, and in a timely fashion to meet stringent deadlines.

Qualifications

High School graduation or equivalent plus up to and including two years post-secondary training (University graduation preferred). A minimum 3 years of related administration experience or an equivalent combination of education and experience. Knowledge of UBC systems, policies and procedures is an asset. Ability to compose correspondence and prepare reports in clear, concise business English and to draft more complex correspondence for signature. Experience with Microsoft Office (Word, Excel, Access, PowerPoint, Outlook, internet skills essential) at an advanced level. Ability to type 60 wpm and to operate a normal range of office equipment. Excellent interpersonal skills; must have strong attention to detail, accuracy, and presentation of information; ability to manage multiple projects and tasks, to prioritize and organize effectively, and to meet established timelines without undue stress; ability to maintain confidentiality. Ability to take and transcribe minutes. Ability to exercise judgment, tact and discretion. Ability to work both independently and as part of a team environment. Available to work after regular office hours for occasional faculty meetings and or events.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively



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Staff Job Postings

with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13453
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Assistant Cook-Food Serv. **Business Title:** Assistant Cook - Residence
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-29 **Available Openings:** 8

Job Summary

Prepares, cooks and serves meals in accordance with a menu plan.

Organizational Status

Reports to Supervisor or Manager.

Work Performed

Cooks and or prepares main courses, pastry items, bakeshop items, desserts, salads, sandwich plates and specialty items on a large scale and as per unit requirements.

Performs grill cooking and short order cooking; takes food orders from customers and serves as required.

Recommends food inventory levels; assists in maintaining inventory.

Cleans kitchen and kitchen equipment.

Assesses and ensures quality of finished product prior to service.

Performs the duties of other food service workers on a relief basis as operationally required.

Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.

Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works under general supervision and independently as required.

Supervision Given

None.

Consequence of Error/Judgement



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Makes minor decisions related to the readiness of foods being prepared; errors may negatively impact customer experience

Qualifications

Grade 12 Education, Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate. . 1 year relevant experience.

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Job Posting

Job ID: 13198 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Ctr for HighThroughput Biology
Salary: \$41,040.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-07-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-29 **Available Openings:** 1

Job Summary

Fabricating and testing microfluidic devices; maintaining lab equipment; running the Ion Torrent Personal Genome Machine next generation sequencing equipment.

Organizational Status

The successful applicant will report to the principal investigator and work closely with other technicians, postdoctoral fellows, graduate, and undergraduate students.

Work Performed

- a) Maintain nanofabrication equipment in the Class 10,000 cleanroom facility in proper working order (60% time)
 - i. Ensure that nanofabrication facility supplies are kept stocked by ordering new reagents or equipment as needed;
 - ii. Train new users on proper usage of microfabrication equipment;
 - iii. Develop and enforce operational protocols;
 - iv. Maintain accurate best practice protocols for device fabrication.
- b) Maintain Ion Torrent PGM equipment in proper working order (40% time)
 - i. Ensure that supplies are kept stocked by ordering new reagents or equipment as needed;
 - ii. Train new users on proper usage of equipment;
 - iii. Use provided software to analyze next-generation sequencing data
- c) Attend weekly lab meetings.

Supervision Received

Employee will have autonomy in daily activities and will work in collaboration with other scientists. High-level direction of work will be provided from supervisor in the form of oral or written instructions. Instruction will be provided only in the case of unusual problems or matters that depart from standard procedure.

Supervision Given

Will not be required to supervise the work of other scientists; however, the employee will be asked to initiate new employees into



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routines, procedures, and operation of equipment.

Consequence of Error/Judgement

The successful and timely completion of tasks is essential for meeting the stipulations of sponsored research as well as for continued funding of research projects. Failure to maintain equipment or establish best-practice protocols will broadly impact productivity of group by creating cost overruns, equipment downtime, and research delays.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Knowledge of next-generation sequencing, microfluidic chip fabrication by multilayer soft lithography, microfluidic device design, machining, AutoCad and SolidWorks computer aided design, would be an asset but is not required. An aptitude for machine maintenance and troubleshooting is highly desired. Minimum of 3 years related experience or the equivalent combination of education and experience. Ability to work independently with minimal supervision. Ability to work in a team environment. Ability to communicate effectively verbally. Ability to communicate effectively in writing. Ability to learn new technical procedures and understand new concepts. Effective computer skills and experience with software programs. Ability to analyze problems, identify key information and issues, and effectively resolve

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Job Posting

Job ID: 13492
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 1 (Gr1) **Business Title:** Administrative Support 1 (Gr1)
Department: Chemistry
Salary: \$29,472.00 (Annual)
Full/Part Time: Part-Time (25%)
Desired Start Date: 2012-07-24
Job End Date: 2013-07-23
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-07-23 **Available Openings:** 1

Job Summary

25% position as Editorial Assistant to Editor of a professional journal.

Organizational Status

Reports directly to the journal Editor.

Work Performed

Supports journal Editor with tasks necessary to get submissions to publication.
Maintains electronic publication database for Journal Editor.
Monitors timescales.
Liaises with authors and reviewers.
Liaises with US publishing office and Associate Editors in Germany and Japan.
Files, photocopies, and performs other routine administrative tasks.

Supervision Received

Works under the direction of the Journal Editor.

Supervision Given

None.

Consequence of Error/Judgement

Incorrect or non-timely support could result in publications being delayed. Incorrect filing (either physical or electronic) could result in loss of valuable information or loss of time.

Qualifications



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High School graduation. Computer experience required (Word, Excel, Outlook). Effective oral and written communication skills, interpersonal skills, and organizational skills. Ability to type 60 wpm and operate a normal range of office equipment. Ability to use word processing, spreadsheets, presentation and internet applications at an intermediate level. Ability to exercise tact, judgment, and diplomacy. Ability to multi-task and prioritize work to meet deadlines under pressure. Ability to compose and edit correspondence and other materials using clear, concise business English. Accuracy and attention to detail. Ability to work both independently and within a team environment. Ability to deal with a diversity of people in a calm, courteous and effective manner. 2 years relevant experience or the equivalent combination of education and experience. Some knowledge of web-based applications would be an asset.

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Job Posting

Job ID: 13539
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Records Assistant
Department: Nursing, School of
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

Job Summary

Responsible for creating and maintaining records in the undergraduate and graduate programs, both very different complex systems. Responsible for accurate maintenance of all student records, and related documents. Responsible for liaising with UBC Student Services and the Faculty of Graduate Studies related to student records documentation. Responsible for creating and maintaining records for all students in the School of Nursing (SoN). In addition, responsibilities include providing reports, status updates, and advice to Associate Directors on a wide variety of student issues related to records, and ensuring compliance with UBC policies. Acts as a resource to others in the School with regards to student records and space planning issues.

In addition, works closely with the Manager, Student Services and Undergraduate Admissions Officers to identify progressions issues in the undergraduate program. Also, is responsible for course room bookings for both undergraduate and graduate programs.

The Records Assistant liaises with a number of Program Coordinators. The Undergraduate program includes three level coordinators (Levels 1, 2 3, & 4) as well as course leaders within the respective levels. Graduate programs in the School of Nursing includes three programs: (a) Master of Science in Nursing, (b) Master of Nursing-Nurse Practitioner, and (c) PhD Program in Nursing, each with a respective Program Coordinator.

Organizational Status

Reports to the Manager, Student Services and receives direction from the Associate Directors of Undergraduate and Graduate Programs. Works with faculty, staff, and students in Nursing. Liaises with the Faculty of Graduate Studies, UBC Student Services, and Applied Science Student Services.

Work Performed

Student Records

- Organizes student records tracking and database systems.
- Maintains up to date student information databases to track degree progression, biographical information, grades, financial, and award information.
- Assists students and faculty with registration procedures and regulations.
- Uses university student systems such as SISC, FSC, SIS, and Degree Navigator to resolve registration issues, including conducting conflict and pre-requisite checks to ensure eligibility.



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- Maintains all records related to undergraduate students' milestones.
- Maintains all records related to graduate students' milestones and degree completion requirements including PhD student's annual reviews, Doctoral Comprehensives Exams, Doctoral Candidacy Exams, Doctoral Final Doctoral Defenses, minimum grade requirements, etc.

Student Academic Services & Program Operations

- Prepares reports, statistics, and produces other internal and external reports as needed.
- Provides status updates and advice to the Associate Directors and Graduate Program Coordinators on progressions issues.
- Ensures compliance with UBC policies.
- Works closely with the Manager, Student Services, Undergraduate Admissions Assistant, and Recruitment & Graduate Admissions Officer in developing, implementing and updating program policies and procedures.
- Makes recommendations and implements improved processes to enhance efficiency of operations.
- Is the delegated back-up to the Undergraduate Admissions Assistant, and the Recruitment & Graduate Admissions Officer.
- Represents the School in committee meetings on behalf of the Program Coordinators or the Associate Directors.
- Performs other duties as required in the day-to-day operations of Student Services.
- Trains and supervises work study students and volunteers.
- Liaises with faculty related to progressions and records.

General

- Provides back-up to the Undergraduate Admissions Assistant and to the Recruitment & Graduate Admissions Officer.
- Performs other duties consistent with the classification.

Supervision Received

The incumbent is expected to work independently under the general guidance of the Associate Directors, and the Student Services Manager, and in close collaboration with the Undergraduate Admissions Assistant and the Recruitment & Graduate Admissions Officer.

Supervision Given

Supervises work study students and volunteers.

Consequence of Error/Judgement

This position plays an important role in the management of one of the largest and most culturally diverse nursing programs in Canada, and has a direct impact on its quality and services. Accurate tracking of student records and undergraduate progressions is essential to the ensure students' success. Errors could seriously impact the academic progress of individual students. The incumbent exercises a high level of judgment and must demonstrate professionalism, tact and discretion. Consequence of error is high and incorrect actions or decisions may damage the careers of students and may lead to appeals that could negatively affect the reputation of the program, the School and the University.

Qualifications

High School graduation and 1 year post-secondary education. . 4 years related experience or the equivalent combination of education and experience. Experience in a university or college environment preferred. - In-depth knowledge of UBC Student Services, Faculty of Graduate Studies, and School of Nursing progressions and records policies and procedures. - Professional, advanced written and oral communication skills, as well as excellent organizational, and interpersonal skills are essential. - Advanced ability to produce reports and written materials. Ability to represent the School and its students effectively to academic and administrative units across campus, in addition to external agencies. - Expert time management and work prioritization skills and ability to consistently meet deadlines. - Self-motivated. - Demonstrated ability to multitask or coordinate numerous projects simultaneously while operating in a demanding client-focused environment. - Demonstrated ability to work under pressure, resolve problems, and take initiative, exercise tact and good judgment.



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- Pro-activeness in approach to problem-solving and ability to envision consequences of decisions beyond immediate issues.
- Ability to identify potential problem areas and to develop and implement effective solutions. - Ability to work independently, with minimal supervision, as well as part of a team. - Genuine interest in student progressions in the School of Nursing.
- Advanced proficiency in Word, Excel and Access, and a strong comfort level with adapting to new technologies.

- Familiarity with university student systems including SynApps, SISC and FSC. - Sensitive to dealing with faculty, students and staff in a multi-cultural context.

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Job Posting

Job ID: 13555
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Library Office Assistant
Department: Library - Administration Div
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2013-02-28
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

Provides administrative support of a complex nature to the Associate University Librarian (AUL), Client Services and Programs and the Associate University Librarian, Research Services and general administrative support for members in the portfolios and other AUL's and Directors as needed.

Organizational Status

Reports to the AUL, Client Services and Programs and the AUL, Research Services. Works collaboratively with faculty and staff within the administrative division and across the Library as well as other staff, students, faculty, suppliers, and external stakeholders.

Work Performed

1. Provides confidential administrative support to the AUL's. Maintains the AUL's calendars including scheduling meetings, appointments and events. Makes travel arrangements for attendance at conferences and meetings.
2. Assists in planning meetings and special events: coordinates schedules, prepares agenda and other documentation, books rooms, makes catering arrangements; takes, prepares and distributes minutes; takes RSVPs for functions.
3. Verifies and monitors financial information, including budgets and expenses related to the AUL's office. Reconciles JV's and routine accounts, processes expenses, credit card payments and travel requisitions. Completes forms for financial processing and other documentation for authorization and signature.
4. Responds to both confidential and general telephone, verbal and written inquiries based on a thorough knowledge of the work of the unit.
5. Assists with the coordination of project work in the AUL's portfolio. Records action items for tracking. Working from AUL's general direction, conveys instructions relating to task assignment and follows up on status updates of action items. Updates the AUL and portfolio members to reflect progress on action items.
6. Under AUL's direction, prepares and distributes library hours for approval, coordinates changes, and updates hours website and



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phone lines.

7. Assists in the maintenance of web site and blogs following Library web page guidelines as required, uploads and updates pages as materials are revised, checks links and graphical elements for functionality and uses other site maintenance tools as required. Supports creation of presentation slides using standard software.

8. Composes complex and or confidential correspondence and memoranda; compiles a variety of reports, letters, and other miscellaneous documents. Responds to queries on the AULs' behalf where appropriate.

9. Provides administrative support to members in portfolios and other AUL's and Directors as required.

10. Collects data and statistics from various sources; organizes, analyzes and presents information gathered in appropriate formats. Compiles and updates spreadsheets.

11. Develops and maintains files and filing system. Sorts, prioritizes and distributes incoming and outgoing mail. Orders and maintains office supplies.

12. Performs other related duties.

Supervision Received

Accountable to the AUL, Client Services and Programs and the AUL, Research Services. Broad work direction is received from the AULs. Position may work closely with, and may receive day to day work supervision from the Administrative Assistant to the University Librarian. May also receive direction from other members of the Library Executive Team in the absence of the AUL.

Supervision Given

Not required to supervise. May explain work procedures to other staff and student assistants.

Consequence of Error/Judgement

Incumbent is required to work independently with minimal supervision. The incumbent independently organizes, prioritizes and coordinates work in order to meet the needs of the AULs. The incumbent must exercise judgment, tact and initiative in dealing with confidential information and in handling matters of a non-routine nature. The incumbent represents the AULs, UBC Library and the University and is expected to act with diplomacy, tact and courtesy. Errors in judgment and behaviour could have a significant negative impact on the Library's internal and external relationships.

Qualifications

High School graduation and 1 year post-secondary education. . 4 years related experience or the equivalent combination of education and experience. Ability to perform word processing at 60 words per minute. Ability to create and accurately maintain record and filing systems. Ability to operate standard office equipment. Ability to effectively use Microsoft Windows, Word, Excel, PowerPoint and Outlook at an intermediate level. Ability to compose written correspondence and documents using clear, concise business English with a strong attention to detail and accuracy. Ability to learn and access databases, applications and content management systems. Ability to work well under pressure and to prioritize multiple tasks to complete work within deadlines Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13545
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Assistant
Department: Library - Administration Div
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2013-08-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

Provides administrative support of a complex nature for the Library Development Office.

Organizational Status

Reports to the Director of Development. Works collaboratively with faculty and staff within the Development Office and across the Library. Liaises with faculty and staff from other campus departments. Frequently communicates with the public, students, donors, contractors, vendors, institutions and community service providers.

Work Performed

1. Provides administrative support to the Director, Coordinator and Development Officer. Prioritizes and makes judgements to ensure that the needs of the Director and Library Development team are met in a timely manner. Schedules meetings and appointments, determining urgency and importance. Makes travel arrangements for the Director's attendance at meetings and conferences. Registers the Director, collects the agenda, background documentation, and other documents. Completes documentation for signature for the Director.
2. Assists with the coordination of the project work for the Development portfolio. Records action items for tracking donor meetings. Working from the Director's general direction, conveys instructions relating to task assignment and follows up on status updates of action items. Updates the Library Development team and the Director to reflect progress on action items.
3. Prepares donor remittances for the tax receipting for the Central Development Office. Responds to inquiries from central development office and other faculties on campus.
4. Prepares documentation for donor meetings at the request of the Library Development Office team.
5. Assists in coordinating donor stewardship events for the Library Development Office.
6. Prepares and distributes print and electronic correspondence. Assists with production of procedure manuals, newsletters, instruction sheets, presentations, memos, briefs, reports, and announcements; edits document drafts as requested. Assists with maintaining and adding content as advised by the Director for the Library website giving page.



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7. In support of basic research required by the Director and Library Development Office team collects data and statistics from various sources; organizes, analyzes and presents information gathered in an appropriate format including written briefing note, tables and spreadsheets.
8. Responds to both confidential and general telephone, verbal and written inquiries based on a thorough knowledge of the work of the UBC Library Development Office. Receives deliveries and visitors and donors to the Development Office.
9. Composes complex and or confidential correspondence and memoranda; compiles a variety of reports, letters and other miscellaneous documents. Responds to queries on the Director and Library Development Office team where appropriate.
10. Receives product orders. Fills product orders, prepares invoices and packages items for shipping.
11. Assists in planning various division functions and events. Makes arrangements, including coordinating schedules, reserving venues, making catering arrangements, reserving technical equipment and preparing documentation.
12. Provides administrative support to other members of the Development office by coordinating mail outs of newsletters, invitations and letters. Receives RSVP for events and functions. Assists with inventory maintenance for Vault products.
13. Maintains attendance records (vacation, sick, medical appointments and flex-time) for staff and students in the Development Office.
14. Develops and maintains the Director's and the division's office files and filing system;
15. Places and follows up on trouble calls to Plant Operations. Arranges for repairs and outside servicing of office equipment and follows up on problems.
16. Sorts and distributes incoming and outgoing mail.
17. Orders and maintains Development Office supplies.
18. Performs other related duties.

Supervision Received

Position is accountable to the Director, Library Development Office. Works independently under general supervision from the Director, Library Development Office.

Supervision Given

Is not required to supervise. May explain work procedures to new or inexperienced staff.

Consequence of Error/Judgement

The Library Development Office handles a large volume of complex transactions and deals with a wide range of sensitive matters. Tact, discretion and judgment are required in making decisions that would impact financial success and the image of the Library and the University.

Incumbent is required to work independently with minimal supervision. The incumbent independently organizes, prioritizes and coordinates work in order to meet the needs of the Director and Development team, The incumbent must exercise judgment, tact and initiative in dealing with confidential information and in handling matters of a non-routine nature. The incumbent represents the Development Office at UBC Library and the University and is expected to act with diplomacy, tact and courtesy. Errors in judgment



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and behaviour could have a significant negative impact on the Library's internal and external relationships

Qualifications

High School graduation and 1 year post-secondary education. . 4 years related experience or the equivalent combination of education and experience. Knowledge of University and Library policies and procedures is desirable. Ability to perform word processing at 60 words per minute Ability to accurately create and maintain records and filing system. Ability to operate a normal range of office equipment. Ability to effectively use email, internet word processing, spreadsheet and database applications at an intermediate level (Microsoft Office preferred). Ability to learn and access databases, applications and content management systems. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively manage multiple tasks and priorities and work well under pressure to meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to compose correspondence and other written materials using clear concise business English. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to exercise sound judgment. Ability to work a five day work week. Will be required to work occasional evenings and weekends. Must be able to attend meetings off campus.

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Job Posting

Job ID: 13510
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr7) **Business Title:** Secretary to the Head
Department: Computer Science
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-03
Job End Date: 2013-10-15
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-07-24 **Available Openings:** 1

1-year maternity leave coverage

Job Summary

This position is to cover for a 1-year maternity leave. Position provides confidential administrative and clerical assistance to the Department Head requiring a thorough knowledge of office routines, departmental functions and University policy. This position is responsible for the oversight, coordination and execution of complex processes such as faculty appointment, promotion, periodic and tenure review, award nominations and recruitment. Organizes the Head's calendar; ensures that the business cycle in the Head's office is maintained so that important deadlines are met relating to key events in accordance with Faculty Agreement. Coordinates special events. Provides administrative support to the Director of Finance & Administration on administrative matters when required. The position requires tact, diplomacy, discretion, prioritization and time management skills.

Organizational Status

Work is assigned directly by the Head. The Director of Finance & Administration provides overall management of and direction to this position regarding work performance. Work is done under limited supervision. Performs most duties independently, consulting supervisor with reference to new or complex problems. Frequently interacts with the Associate Head for Faculty and Research Affairs, Faculty Relations and the Dean's Office. Interacts on a regular basis with faculty, staff and students in the department; staff from other departments on campus; external organization such as granting agencies and other Universities and institutions.

Work Performed

Organizes and prioritizes the calendar for the Department Head based on judgement and consultation with the Head; schedules ad-hoc meetings, recurring meetings and appointments; coordinates with other schedules, and identifies and communicates high priority requests; reschedules appointments where necessary; prepares necessary documents and materials in advance of meeting.

Uses bring forward system to ensure and required documents are given to the Head in advance of meeting. Retrieve files from Head's office at end of day for filing. Maintains filing and bring forward system for Head's business for annually occurring business such as faculty review schedules, leave schedules and membership renewals.

Maintains faculty personnel files; maintains electronic files of shared drives with Head's office and Manager of Human Resources.

Opens mail; refers matters for reply or additional information and prioritizes for the Head's attention;; brings forward and



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identifies items needing follow up action.

Receives documents, forms and files for Head's signature; forwards necessary documents to Director of Finance or Human Resources Manager for review prior to submission, makes copies as required and distributes as appropriate.

Makes travel arrangements for Head's administrative and research related travel using on line reservation systems for hotel, rental car and flights or UBC contracted vendors as required.

Processes expenses, credit card payments and travel requisitions related to Head's office and special events.

Answers the Head's telephone line and screens calls prior to transferring.

Organizes monthly department meetings; books and sets up room(s), coordinates with the attendees, gathers agenda items, compiles and circulates agenda, records minutes and attendance, arranges catering, posts minutes and related materials to the web

Records minutes and attendance of monthly Department meeting; reviews minutes with the Head prior to posting on internal web.

Oversees and coordinates the faculty appointment, promotion, tenure review process. Coordination of department Standing Committee meetings, photocopying and distributing meeting packages, sends out meeting calls and checks for quorum when required; sends e-mail requests to external reviewers and follows up for response; copies documents for and couriers external reviewer packages for promotion and tenure cases. Prepares packages for submission to the Dean's Advisory Committee on Promotion and Tenure

Oversees and coordinates the faculty reappointment and periodic review process. Coordinates and maintains faculty periodic and non periodic review schedules ensuring Faculty Agreement deadlines are met.

Compiles statistical data, drafts and edits reports and composes correspondence for Head.

Updates the department events calendar with monthly meeting information; books meeting rooms through in house system or classroom services as appropriate.

Is the Departmental Administrator for the UBC On Line Directory. Ensures information is up to date as changes occur. Updates mailing lists on committee web page and maintains online away schedule using Excel.

This position is the Staff Lead on the departmental Faculty Affairs Committee. Coordinates faculty award nomination process; coordinates and processes applications and recommendations for Adjunct and Associate Membership status in the department.

Provides administrative support to the Peer Evaluation Committee. Coordinates meeting schedules; books meeting space; confirms meeting schedule; records meetings; circulates agenda and follows up on action items; prepares summary reports, charts and graphs using Excel, compiles data for teaching reports; keeps electronic and or hard copy records of teaching and peer evaluations; creates summaries of student comments from evaluations; provides other requested documentation from faculty files and CVs to assist committee chair in the preparation of Teaching Reports. Maintains peer evaluation schedule of classroom visits.

Gathers information for merit processes; collates and distributes materials to merit committee members; maintains binder of faculty CVs and activity reports.

Updates mailing lists and departmental people pages noting faculty on sabbatical or other leaves; follows up with faculty members for sabbatical leave reports for Head's review.

Arranges special and ad hoc departmental meetings and events; books appropriate venues and arranges for presentation equipment when required; conducts e-mail polls for best dates and tracks replies head counts; obtains quotes and places catering order for such events as the annual seasonal party, department retreat, strategic planning meetings, workshops and visits.

Notifies department members and Dean's office of who is Acting Head when Head is off campus. Arranges for alternate budget



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signing authority for Associate Heads and or Acting Heads when required.

Provides administrative support and assists with special projects as required and directed by the Director of Finance & Administration.

Assists with e-recruit process, including adding or updating job descriptions, postings, offer letters and hiring of staff & faculty.

Annually renews department memberships and associations on behalf of the Head.

Acts as a backup to the Undergraduate Program Assistant and Graduate Program Assistant for rest and meal breaks when required.

Performs other duties related to the position and consistent with scope and classification level of position.

This position is exempt from the modified work week.

Supervision Received

This position works independently, within authorized limits, under the direction of the Department Head. The Director of Finance & Administration provides overall management of, and direction to this position regarding work performance.

Position receives initial instruction on new responsibilities in terms of objectives. Is able to take initiative, problem solve, determine course of action and follow through independently.

Supervision Given

None

Consequence of Error/Judgement

Works independently under broad direction and objectives. The nature of the work demands planning the sequence of duties; the work methods to be employed and the action to be taken on unusual problems. Exercises judgement and makes decisions based on a thorough knowledge of policies, procedures and guidelines.

The work requires the highest level of tact, discretion. Breach of confidentiality could adversely affect the Head's association with faculty, staff or professional organizations or, in the extreme, lead to legal action. Errors in judgement could reflect negatively on the Head, the Department and UBC or impair the ongoing operation of the department. The position demands confidentiality, discretion, personal accountability and responsibility.

Qualifications

High School graduation and two year post-secondary diploma. Vocational training diploma in Office Administration preferred. 4 years related experience or the equivalent combination of education and experience. Ability to type 50 wpm and operate a normal range of office equipment. Ability to anticipate problems and issues and plan ahead. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to efficiently and effectively coordinate tasks. Ability to create and accurately maintain record and filing systems. Ability to take and transcribe accurate meeting minutes. Ability to effectively manage multiple tasks and priorities. Ability to accurately create and maintain records. Ability to prepare and adjust schedules to accommodate all requirements. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to politely screen calls, direct as appropriate, and take accurate messages. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively use software at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Ability to identify and correct missing and incomplete data. Ability to understand and apply policies, procedures, and instructions. Ability to communicate effectively verbally and in writing. Ability



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to communicate in a clear, attentive, and polite manner. Ability to listen actively and attentively, and obtain clarification as required. Ability to exercise sound judgment. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to work in a team environment. Ability to develop and maintain cooperative and productive working relationships. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to identify and respond to contentious or politically sensitive issues with discretion. Ability to exercise tact and discretion. Ability to handle frequent interruptions Ability to work independently with minimal supervision. Strong ability to maintain confidentiality and to interact respectfully with internal and external stakeholders.

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Job Posting

Job ID: 13517
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** Assistant to Associate Deans
Department: Science, Dean's Office
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-24 **Available Openings:** 1

Job Summary

Provides senior administrative and secretarial support to the Associate Dean, Faculty Affairs & Strategic Initiatives and the Associate Dean, Research & Graduate Affairs. Serves as Office Manager and assists in determining the operational needs of the office. Performs various financial tasks, including on-line FMS data entry. Coordinates the Faculty of Science Postdoctoral Fellows Travel Awards Program as well as the external reviews for the Science Departments and programs.

Organizational Status

Reports to the Director, Faculty Affairs but takes daily direction from the Associate Dean, Faculty Affairs & Strategic Initiatives and the Associate Dean, Research & Graduate Affairs. Works closely with the Assistant Dean, Resources and Operations and the other Associate Deans and staff of the Dean's Office. The position also liaises with Heads, faculty, staff and students from all areas of the University, as well as external agencies.

Work Performed

- Provides senior secretarial support to the Associate Dean, Faculty Affairs & Strategic Initiatives and the Associate Dean, Research & Graduate Affairs. Schedules the Associate Deans' appointments and meetings using online calendar. Makes travel and accommodation arrangements.
- Coordinates the Postdoctoral Fellows Travel Awards Program. Updates the Science website with competition details (3 times year); organizes applications and maintains spreadsheet, liaises with adjudication committee, prepares letters of notification to recipients and respective Department Heads, provides reimbursement to the awardees' departments, performs reconciliation of award funding with the Post-doctoral Fellows Office.
- Serves as Office Manager. In conjunction with the Director, Faculty Affairs determines the operational needs of the office. Responsible for submitting work orders and trouble calls with Land and Building Services; serves as the Dean's Office contact person for the Land and Building Services Zone Manager. Responsible for ensuring that maintenance and repairs are carried out (leaks, carpet cleaning, etc.).
- Responsible for requesting renewing computer accounts (e.g., Science, Exchange, etc.). Is the Departmental Voice Administrator, responsible for all interactions with central IT Voice Services; arranges for new phones, moves, repairs, voice messaging, communications, etc.; relays IT Voice communications to Dean's office units.
- Performs on-line financial data entry, processes reimbursements, prepares journal vouchers and requisitions for payments; assists with account reconciliation.



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- Science Coordinator for the Vancouver Regional Science Fair (GVRSF). Liaises with multiple UBC Departments and Faculties to organize ~19 research lab tours for over 330 high schools, prepares material for the lab tours, secures sponsorships from various Departments and Faculties, follows up on sponsorships, processes payments and forwards cheques to the GVRSF Committee. Follows up with regard to space rental and payment for same.
- Serves as External Review Coordinator for the Science Departments and programs. Liaises with units and reviewers, coordinates itineraries, makes hotel and travel arrangements, arranges reimbursements and honorariums, maintains spreadsheet and files.
- Drafts correspondence.
- Compiles data from various sources, designs and prepares complex spreadsheets, etc.
- Compiles information on Science faculty award recipients and maintains database of all research awards granted to faculty members in the Faculty of Science. Circulates information of various research awards to the Science Departments; follows up on submissions. Makes regular submissions on recent faculty award winners to the Board of Governors. Coordinates the Governor General Awards, sets up committee, organizes meetings, disseminates information, collects nominations, etc.
- Collects hours worked for ~6 work study students and submits timesheets to Payroll Department (semi-monthly); follows up with Payroll to resolve problems when required.
- Coordinates the logistics for the Vivien Srivastava Career Mentoring Workshop, including arranging honoraria for speakers, reimbursements for expenses, catering and room bookings.
- Assists with various outreach activities (such as organizing the lab tours for the annual Math Euclid Contest), and special projects and initiatives.
- Organizes special events (room bookings, AV, catering, invitations, rsvps, etc.).
- Maintains various listings for the Dean's Office (contact lists, Snow Plan, Faculty reps, etc.)
- Provides secretarial support to the Assistant Dean, Resources & Operations and the Director, Faculty Affairs, as required.
- Designated as the back-up to the Executive Assistant to the Dean during periods of absence.
- Backs up the receptionist during periods of absence.
- Performs other secretarial duties, as required (including routine office duties such as filing, photocopying, etc.).

Supervision Received

Works independently, but in conjunction with the Associate Deans and administrators. Dean's Assistant oversees workflow of office.

Supervision Given

Formally trains new staff on work procedures, and or oversees work of work study student or temporary staff.

Consequence of Error/Judgement

Work requires judgment, initiative, attention to detail and high standards. Works with conflicting demands and exercises judgment in establishing priorities and carrying work through to completion in a timely manner. Tact and discretion in dealing with confidential and sensitive matters is essential. Errors in judgment will reflect negatively on the Dean's Office and UBC; if wrong information is dispensed or confidentiality is mishandled or breached, the reputation of the university may be affected.

Qualifications

High School graduation and two year post-secondary diploma. FMS certification an asset. 4 years related experience or the equivalent combination of education and experience. Training in secretarial practices and office procedures. Computer experience required, ability to use word processing, spreadsheet, database and presentation applications at an intermediate level (Word, Excel and PowerPoint preferred). Knowledge of university policies and procedures an asset. Ability to maintain accuracy and attention to detail. Ability to gather, record, and organize information. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to effectively manage multiple tasks and priorities. Ability to efficiently and effectively coordinate tasks. Good organizational skills. Ability to anticipate problems and issues and plan ahead. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to compose correspondence and other written materials using clear concise business English. Ability to communicate effectively verbally and in writing. Ability to



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work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to type 60 w.p.m and to operate a normal range of office equipment.

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Job Posting

Job ID: 13525
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Clinical
Classification Title: Clinic Secretary/Clerk (Gr6) **Business Title:** Clinic Secretary/Clerk - Hematology/Oncology/BMT
Department: Paediatrics
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13
Job End Date: 2013-08-12
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

This is a temporary maternity leave replacement position.

Job Summary

Provides academic and clinical secretarial support to members of the Division of Pediatric Hematology Oncology.

Organizational Status

This position reports to the Administrative Coordinator who is Assistant to the Head of the Division of Pediatric Hematology Oncology. This position liaises with both C&W and UBC.

Work Performed

- Transcribes, proofreads, and corrects patient reports from dictation using computer program MS Word.
- Logs and photocopies all transcription for send out.
- Coordinates Weekly Mortality and BMT Rounds held weekly on a rotational basis. Coordinates physician's request for patient presentation at Rounds. Transcribes patient presentations and distributes notices. Transcribes and distributes summaries after presentations have been given. Preparation of Rounds material, sending out electronic notices, arranging for catering.
- Maintains patient database.
- Locates lab results and outstanding consult letters.
- Types grant proposals.
- Types, proofreads, and corrects abstracts and manuscripts for publication using publisher's guidelines.
- Answers and directs telephone calls.
- Division mail distribution. On a rotation basis.
- Opens and sorts clinical and academic mail.
- Arranges courier services.
- Sends and receives e-mails.
- Faxes documents and letters.
- Provides back-up to other secretaries in Division.
- Taking patient referrals, assembling new patient charts.
- Compiling data for Billing.
- Ordering supplies for fax and photocopier.
- Incorporates a team approach in working and cooperating with other staff members with the overall goal of contributing to the smooth operation of the administration of the division in a teaching hospital setting.



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- Makes travel arrangements as required for division members.
- Maintains administrative and clinical files and pulls patient charts as needed.
- Other secretarial duties as required.

Supervision Received

This position is supervised by the Administrative Coordinator.

Supervision Given

No supervision is required by this position.

Consequence of Error/Judgement

Requires planning and prioritization of duties. Inability to meet deadlines would result in lack of documentation for meetings and conferences. Errors in administrative duties may have a financial impact on the department. This position works with the public, and poor communication may impact on the department's credibility.

Qualifications

High School graduation, completion of a Medical or Dental Office Assistant program (including terminology) and 1 year post-secondary education. Training in secretarial skills and training or experience in medical office practices and terminology. 3 years of related experience or the equivalent combination of education and experience. Minimum 3 years experience in a clinical environment preferably or two years relevant UBC experience. Ability to type 60+ WPM. Experience using computer programs MS Word, Excel, Outlook and patient database is a must. Knowledge of Powerpoint would be an asset. Must have medical terminology and excellent spelling. Effective oral and written communication, organizational and interpersonal skills. Ability to exercise initiative, judgment, tact, discretion, and to work independently and within a team environment. All positions in the Department of Pediatrics at BC Children's Hospital require a Criminal Record Check (CRC). A pre-employment CRC is required as part of the recruitment process and any offer of employment is contingent pending positive results of the CRC.

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Job Posting

Job ID: 13532
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 1 (Gr1) **Business Title:** Financial Proc. Spec 1 (Gr1)
Department: Interprofessional Cont. Educ.
Salary: \$29,472.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-08-13
Job End Date: 2013-05-31
Funding Type: Self Funded
Other:
Date Closed: 2012-07-27 **Available Openings:** 1

Job Summary

Interprofessional Continuing Education (IPCE) is a self-supporting unit at UBC that develops, plans and hosts interdisciplinary conferences about various health issues. The position is responsible for data entry of registration as well as providing administrative support to all members of the IPCE team.

Organizational Status

Required to be knowledgeable about conferences offered by Interprofessional Education in order to market these programs

This position reports to one of the Acting Associate Directors at the department of Interprofessional Continuing Education.

May be required to be on-site to register courses or conferences, requiring flexibility in work schedule.

Work Performed

Registration support:

Receives and processes all registrations, received by mail, fax, online and processes according to established procedure

Ensures all incoming registration are complete and accurate

Performs data entry of registration using registration software, according to established procedures

Checks computer-generated receipts for accuracy and e-mails to registrants on a daily basis, and when necessary provides replacement copies of receipts according to established procedures

Daily filing of all processed registrations

Prints participant lists and other reports on the regular basis

Prints kit materials and assembles registration packages for participants

Prepares and sends invoices to registrants that have not paid tuition fees in advance or onsite; follows-up on payments not received

Processes refunds for registrants that have withdrawn or for courses or conferences that have been postponed or cancelled, in a timely manner

Communicates with participants to follow up and to obtain required information

Marketing support:



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Receives incoming calls and answers general routine enquiries about conferences and courses
Mails, faxes or emails brochure information to individuals requesting information on a course or conference
Assists marketing assistant in database management (corrects, updates, deletes records)

Administrative support:

Performs various tasks of straightforward procedural nature to assist other team members. The administrative support includes but is not limited to the following tasks:

Researching contact information

Typing and entering numerical data

Printing and duplicating documents

Performs other related tasks as requested

Supervision Received

Incumbent receives directions and reports to the Acting Associate Director II. Works closely with all members of the teams.

Supervision Given

n a

Consequence of Error/Judgement

Failure to communicate effectively and maintain accurate records could result in dissatisfied clients, loss of business, and lost revenue.

Qualifications

High School graduation and Related post-secondary education. . 1 year related experience or the equivalent combination of education and experience. Database software knowledge is an asset. Ability to maintain accuracy and attention to detail. Ability to effectively manage multiple tasks and priorities. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make the appropriate referrals. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing. Ability to learn new software programs as needed. Experience with computer systems and standard office software such as Excel and Word. Ability to work effectively independently and in a team environment. Ability to work some weekends, occasional evenings and early mornings when performing in-site registrations.

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Job Posting

Job ID: 13497
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 1 (Gr1) **Business Title:** AP- Floater - Financial Proc. Spec 1 (Gr1)
Department: Accounts Payable
Salary: \$29,472.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-23 **Available Openings:** 1

Job Summary

Responsible for assisting where needed within Accounts Payable, at the Department of Financial Services. This includes scanning documents, filing, sorting mail, entering data, preparing invoices, and distributing paid invoices.

Organizational Status

Reports to Accounts Payable Supervisor.

Work Performed

- Identify, sort and code documents by type and category.
- Confirming exactly which documents need to be scanned.
- Prepare documents for scanner- this process entails separating individual pages in a document, removing items such as, staples, paperclips, etc., and reorientation of pages where necessary.
- Maintain records of scanned documents through daily tracking sheets.
- Pick up incoming mail within GSAB. Sort and date stamp all incoming mail for Accounts Payable, Requisition Processing and Smart Form Processing sections at Financial Services. Prepare outgoing mail for pick up and delivery.
- Record and return invoices to originating departments and or vendors for documents containing incomplete incorrect information.
- Prepare invoices for processing, including photocopying and sorting.
- Provide coverage to the receptionist position at Accounts Payable, Requisition Processing and Smart Form Processing as required.
- Distribute paid invoices and other documents to campus community.
- Data enter requisitions, journal vouchers and blanket orders. Ensure timely, accurate and auditable entry of data and conform to UBC policies and procedures as well as departmental guidelines.
- Performs other related tasks.

Supervision Received

Reports to the Accounts Payable Supervisor.

Supervision Given



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N A

Consequence of Error/Judgement

Errors made at the scanning stage are difficult to resolve, will negatively impact all subsequent steps to process invoices. Thus, proper scanning is crucial to ensure the timeliness of the payment process at Accounts Payable. Data entry errors could result in incorrect charges to vendors and departments.

Incorrect sorting and or distribution of mail may delay the processing of Invoices, Requisitions, Journal Vouchers, and Cash Receipts. Mishandled invoices could result in delay of payments to vendors and result in late payment fees being charged.

Qualifications

High School graduation and Related post-secondary education. Plus with training in office procedures, and practices. 1 year related experience or the equivalent combination of education and experience. Good problem solving skills. Must possess the ability to exercise tact and discretion. Must have excellent listening and solid comprehension skills. Effective written and oral communication skills are also required. Must be able to multi-task, set priorities, manage workflow effectively, and meet deadlines. Competency in the use of Microsoft Word and Excel software is required. Must have excellent organization skills. Must be able to work independently and in a team. Ability to data enter with a key stroke rate of 8,000 characters per hour and to operate normal range of office equipment. Ability to lift up to 25 kg. MUST have high accuracy and excellent attention to detail. FMS experience is preferred.

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Job Posting

Job ID: 13496
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 2 (Gr2) **Business Title:** AP Floater Clerk
Department: Accounts Payable
Salary: \$ 19.76 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13
Job End Date: 2012-09-07
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-07-23 **Available Openings:** 1

Job Summary

Assists as required within the Department of Financial Services, which includes assignments in the areas of JV Processing, PO Invoices Processing, Requisition Processing, Smart Form and Vendor Set Up, scanning.

Organizational Status

Reports to the AP Supervisor but will work closely with a number of areas within the Accounts Payable department.

Work Performed

- Receives, sorts, returns and tracks all incoming Smart Forms, Q-requisitions, Travel requisitions and Journal Vouchers.
- Checks vendor payee information and authorization signature on Smart Forms, Q-Requisition and Travel Requisition. Notes any special instructions from the departments.
- Data entry of Journal Vouchers, Cash Receipts, Wire Transfers, Requisitions, ensuring timely, accurate and auditable data entry and that those transactions conform to UBC policies and procedures as well as departmental guidelines.
- Answers queries from vendors and the University community and completes and processes the necessary adjustments as required.
- Completes Credit Applications including adjusting the terms or conditions as required.
- Covers for Mail Clerk, Audit Clerk, Cheque Dispatching Clerk, Scanning Clerk and Vendor Set up Clerk as required.
- Performs other duties related to the position as required.

Supervision Received

Report to the AP Supervisor, but will be responsible to other Supervisors Manager depending on the task they are completing.

Supervision Given



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N A

Consequence of Error/Judgement

Data entry errors could result in incorrect charges to vendors and departments.

Qualifications

High School graduation and Related post-secondary education. Training in accounting and office procedures, and practices. 2 years of related experience or the equivalent combination of education and experience. Proficiency in data entry required with a minimum keystroke rate of 10,000cph. Detail oriented with good problem solving skills. Must possess the ability to exercise tact and discretion. Effective written and oral communication and organizational skills required. Must be able to multi-task, set priorities, manage workflow effectively, and meet deadlines. Competency in the use of Word and Excel software required. FMS experience preferred.

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Job Posting

Job ID: 13461
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 3 (Gr4) **Business Title:** Financial Proc. Spec 3 (Gr4)
Department: Pacific Educational Press
Salary: \$37,308.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-08-13
Job End Date: 2013-08-12 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-30 **Available Openings:** 1

Job Summary

Provides support to the Business Manager in a variety of moderately complex financial and clerical tasks. Major tasks include distributor register reconciliations, ledger account reconciliations, accounts payable and receivable, creation of sales and expense summaries.

Organizational Status

The financial assistant reports directly to the departmental business manager, who will set priorities, assign specific tasks, and review performance. The financial assistant will not supervise other staff, but will communicate with external clients, suppliers, Faculty of Education staff and UBC financial services.

Work Performed

- Preparation and processing of journal vouchers, purchase orders and requisitions ensuring accuracy and adequate backup
- Reviews and reconciles distributor registers and resolve discrepancies
- Prepare monthly summary of distributor's account receivable payments & deposits
- Posting of departmental revenue and expense data onto internal financial spreadsheets and internal accounting system
- Collect and organize data to generate project sales and expense reports
- Extracts and analyze data and reports from distributor's systems
- Reconciliation of FMS monthly expenses with departmental records
- Extraction and analyze of accounting data for internal and external audit verification
- Performs calculation of sales commissions payable
- Maintain in house sales transaction report
- Investigates and solves journal voucher and ledger entry anomalies
- Review and processing of travel reimbursements and requisition submissions
- Preparation of annual and semi-annual royalty statements; reviews data for correctness; responsible for data collection and updates
- Monitor distribution; prepares summary inventory reports
- Liaise with Education central accounting regarding outstanding requisitions
- Initiates collection of outstanding accounts and follow up to resolve issues
- Prepare monthly house accounts receivable reports



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- Prepare bank deposits and processes credit card transactions on CBM and perform monthly reconciliations
- Create forms, invoices and packing slips
- Sorts and distributes incoming mail, courier deliveries
- Monitor stationery supply and place orders
- Answers telephone, email and in person general enquiries
- Filing and maintaining financial documents, hard and e-copies
- Performs day to day accounting functions ensuring transactions are processed accurately and in a timely manner within specific deadlines.

Supervision Received

Receives initial instruction on new responsibilities from the business manager. The incumbent is expected to be able to take initiative and problem solve, apply discretion to determine the course of action.

Supervision Given

None.

Consequence of Error/Judgement

Works within well established guidelines and procedures, but is expected to exercise initiative and judgment in choosing which methods to use in any given situation, establishing priorities and carrying tasks through to completion. Poor performance such as lack of discretion, omissions, delays and negligence will contribute to the inefficient operation and deterioration in the financial management of the department.

Qualifications

High School graduation and Completion of one year post secondary education in a related field. 3 years of relevant accounting experience or an equivalent combination of education and related experience. 3 years of related experience or the equivalent combination of education and experience. Excellent organization skills and an ability to work effectively under pressure. Demonstrated ability in performing detailed reconciliations and competent understanding of accounting principles required. Proficiency in spreadsheet, database, accounting and word processing applications (e.g. Outlook, MS Word, MS Excel) Ability to exercise tact and discretion when dealing with customers, authors and suppliers. Ability to work effectively independently. Ability to maintain accuracy, thoroughness, dependability and to recognize urgency and set appropriate priorities. Knowledge of FMS an asset.

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Job Posting

Job ID: 13557
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Human Resources
Classification Title: HR Admin Clerk 4 (Gr8) **Business Title:** Human Resources & Postdoctoral Affairs Assistant
Department: Faculty of Graduate Studies
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-27 **Available Openings:** 1

Job Summary

The incumbent assists with the day to day operations of the Postdoctoral Fellows Office, UBC's central unit serving Postdoctoral Fellows. He she provides general administrative support to the Manager, Human Resources & Postdoctoral Affairs.

Additionally, the incumbent assists with administration of the Human Resources Department for the Faculty of Graduate Studies, Green College, St. John's College, and College of Interdisciplinary Studies Graduate Program.

Organizational Status

This individual reports to the Manager, Human Resources & Postdoctoral Affairs. He she has internal contact with all Dean's Office Executive and Staff and works closely with Central Human Resources, Benefits, Payroll, counterparts in and other Faculties, various external consultants, and individuals within the Office of the VP of Research and Academic & Provost. Additionally, he she liaises with the UBC Postdoc Association (PDA) and Postdoctoral Fellow Faculty Coordinators, and maintains contact with other Postdoctoral Offices across the University.

Work Performed

Postdoctoral Fellows Office Administration 50%

General Functions:

- Under the direction of the Manager, Human Resources & Postdoctoral Affairs, oversees the day-to-day operations of the Postdoctoral Fellows Office
- Provides input into the ongoing development of the Postdoctoral Fellows Office, including strategic initiatives and administrative procedures.
- Performs financial duties such as maintenance a budget spreadsheet to track expenditures and provide information to monitor allocation of resources, monthly reconciliation of recorded expenses with those charged to PDFO accounts, and issuing and processing of invoices.
- Creates content, monitors and updates the Postdoctoral sections of the Faculty of Graduate Studies web site, with information and links to UBC fellowships information, calendar of upcoming activities relevant to PDFs across campus, and other UBC resources available to PDFs and to relevant units across campus, and external resources on the postdoctoral experience and career



development

- Maintains primary responsibility of monitoring of the Postdoctoral Fellows Office email address, and responds to inquiries from current and prospective postdoctoral fellows, faculty and staff in a timely manner, providing advising and or referrals.
- Assists with administration of travel awards for postdoctoral fellows, including preliminary review of applications for eligibility, recruitment of adjudication committee members, assembling application packages for adjudication committee review, issuing notifications to applicants regarding decisions, processing payments to award recipients, occasional modification of forms and documents as needed, and maintenance of a records spreadsheet to document the status of all applications
- Researches, builds and maintains a contact list of all current and alumni Postdoctoral Fellows
- Serves as administrative support for the Postdoctoral Fellowship Committees
- Recommends and assists in the implementation of an exit survey for all Postdoctoral Fellows
- Assists in the preparation, editing, maintenance and distribution of the Postdoctoral Fellows Handbook and Orientation package
- Records minutes at various committee meetings

Event Planning and Co-ordination

- Assists with and coordinates functions for Postdoctoral Fellows Office such as workshops, seminars, social events and meetings
- Sets up and maintains event file folders, as well as electronic files
- Assists with program planning and development by setting up appointments and keeping records, preparing surveys and researching programs elsewhere
- Assists with the Design and development of promotional material for PDFO event, preparing and disseminating announcements and publications, and composing and releasing information on the Postdoctoral Fellows Office website
- Coordinates the logistics of event set-up, including room bookings, seating arrangements, supplies and A V
- Coordinates online registration for events, tracks enrolment, sends registration confirmation to participants, creates attendance sheets, and manages wait lists
- Works with the Faculty of Graduate Studies Finance Assistant to ensure that payments by cash or cheque are safely stored and processed
- Processes invoices from venue hosts, facilitators etc. and works with the FoGS Finance Assistant to ensure they are paid
- Orders catering in accordance with dietary needs, numbers of attendees and budget
- Liaises with presenters to obtain handout material, and photocopies the hand-outs for participants
- Organizes all materials for events to ensure they are ready ahead of time, including feedback sheets, event signage and name labels
- Provides assistance onsite at Postdoctoral Fellows Office events
- Stores and replenishes supplies for events, including name labels, presentation aids, receipt books
- Creates, maintains, and updates forms and reports
- Collects, summarizes and analyzes event feedback sheets
- Ensures that event attendance records are accurate and complete
- Generates reports from attendance records to show statistics, including break-down by Faculty, program, degree etc. of participants

Human Resources Assistant 50%

- Under the general direction of the Manager, Human Resources & Postdoctoral Fellows Office oversees the day-to-day operations of the Office, including the coordination of all Human Resources activities.
- Advises Department Managers on factual Collective Agreement terms including limited terms (i.e. sick, vacation accruals posting deadlines).
- Manages the document flow of all procedures and processes
- Assists the Manager, Human Resources & Postdoctoral Fellows Office with review of strategic planning and makes recommendations to enhance the overall Human Resources Department at the Faculty of Graduate Studies.
- Responsible for the preparation, review and for ensuring timely processing of all human resources documentation including staff and student appointment forms, transfer and severance notices, honorarium payments for CUPE 2950 and M&P staff.
- Ensures Vacation & attendance records are appropriately maintained, communications to staff are timely, annual reconciliations and entitlement calculations are accurate and reported to Central HR.



- Administers the internal Attendance Management System; maintains database of all M&P and CUPE 2950 staff attendance records, tracks and updates leave management records on a regular basis; Conducts and prepares analysis for a quarterly Staff Attendance Management Summary. Advises HR Manager areas of concerns regarding attendance and prepares attendance reports for review and reporting to Central HR
- Responsible for the administration of the hiring process. Provides assistance to hiring committees through the distribution of resumes, arranges interviews, recommends and drafts behavioral based interview questions, assembles and conducts in-basket exercises and other duties affiliated with the recruitment process.
- Provides office orientation and informs new staff on Faculty of Graduate Studies administrative policies and procedures, and assists with provisions such as keys, alarm code and name badges
- Assists arrangements relating to departing employees, including departure-related paperwork, cancelling of accounts and retrieval of UBC assets
- Makes necessary adjusts and edits to job descriptions as required
- Administers the E-recruit system and provides any necessary guidance to managers on the process and use of system
- Assists with the overall process for Reference Checks, Job Evaluation Questionnaires, and Performance Management Reviews.
- Maintains the Organization charts, staff contact lists, and online email directories for the Dean's Office and all Faculty Units.
- Maintains resources for all internal and external professional development opportunities for support staff. Assists staff with enrollment in Professional Development courses. Maintains a tracking system of Professional Development.
- Responsible for faculty and staff records, payroll, and employee information, and maintains confidential departmental human resources files including file management and retention or disposal of files. Ensures staff records are kept current and confidential in accordance with Freedom of Information Protection of Privacy legislation.
- Coordinates the planning and implementation of Dean's Office events, staff functions and faculty-wide receptions hosted by the Dean of Graduate Studies.
- Coordinates monthly Lunch & Learn sessions, including the soliciting of input and suggestions from staff on topics of interest, sourcing of workshop facilitators, announcing and publicizing events, booking and implementing event logistics such as venue bookings and procurement of catering, and compiling feedback from attendees.
- Assists in coordination of general office administrative processes such as scheduling of confidential shredding, ordering of office and kitchen supplies, mailing and couriers, and other processes as required.
- Recommends and prepares a monthly internal calendar and or newsletter of upcoming events and news
- Prepares and reviews all new hire packages and ensure that all information is collected in a timely manner.
- Records minutes at various committee meetings

Other duties as assigned commensurate with the skills and duties of the position

Supervision Received

- Works under the direction of the Manager, Human Resources and Postdoctoral Affairs
- Work is performed with minimal supervision but receives instruction on new assignments.
- Performs duties independently, consulting with the Manager, Human Resources and Postdoctoral Affairs on unusual problems.
- This position is expected to use initiative, be tactful when handling sensitive or confidential information and exercise good decision making.

Supervision Given

Several times a year this position requires the oversight and supervision of temporary staff and volunteers and different events.

Consequence of Error/Judgement

Must exercise judgment based upon a thorough knowledge of policies, procedures and guidelines. Inaccurate advice, in relation to Human Resources records maintenance and practices could result in negative outcomes and potential grievances. Errors could have adverse legal and financial impact. The incumbent is expected to exercise judgment in establishing priorities and carrying tasks through to completion in a timely manner. Any errors and or omissions in judgment could seriously undermine the roles,



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responsibilities and effectiveness of The Dean and or The Faculty of Graduate Studies. Reviews working procedures and suggests and or implements changes. Inability to manage time effectively and to plan according to deadlines could compromise the workflow and management of both the Human Resources and Postdoctoral Fellows Office.

Qualifications

High School graduation and two year post-secondary diploma. Graduation from a recognized Post Secondary Institution preferred. 4 years relevant experience or the equivalent combination of education and experience. Minimum of one year experience in Human Resources, preferably in an academic environment and or Union environment. Experience in processing various forms for Human Resources, Payroll and other departments. Knowledge of an HRMS Systems preferably PeopleSoft would be an asset. Experience with communications, formatting of web content, and design and creation of publications required. Experience in conference & event planning and coordination would be an asset. Experience with providing executive support to management required. Familiarity with policies and procedures related to human resources, labour relations (collective agreements), administrative and payroll related matters. Ability to problem-solve and use tools available to resolve various issues concerns. A high degree of initiative and integrity required on the job in dealing frequently with confidential material and enquiries from faculty, Postdoctoral Fellows, staff, alumni and the general public. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and changing priorities. Ability to exercise tact and discretion. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Excellent presentation and public speaking skills. Competence in researching media - including use of the Internet. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to work effectively independently and in a team environment. Advanced computer experience required (MS Word, Excel, PowerPoint, Publisher, Visio, HRMS - PeopleSoft, and Website programming). Good analytical skills and detail-oriented abilities, including record keeping skills to monitor and reconcile accounts (vacation absenteeism etc.) and experience with electronic forms. Ability to work a flexible schedule, including occasional evening and weekends as required.

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Job Posting

Job ID: 13551
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Public Serv Library
Classification Title: Pub Svc Library Asst 3 (Gr6) **Business Title:** Pub Svc Library Asst 3 (Gr6)
Department: Library - Life Sciences
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2013-07-08
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

Acts as office assistant for the Head, Woodward Library. Assists in the management of the full range of facility issues, serves as the main contact for service providers. Assists users at the Circulation and Reserve desk areas. Performs other Circulation duties as required.

Organizational Status

Reports directly to the Head, Woodward Library. Works under the general supervision of the Circulation and Office Manager. Provides administrative support for Head, Woodward Library. Consults with other staff as necessary.

Work Performed

1. Works at the Circulation desk as scheduled, including weekends and evenings. Circulates and discharges books, and performs storage retrievals if required. Operates the cash register, does telephone renewals, and accepts traces and other requests and overdue payments. Answers questions relating to circulation services, and refers complex questions to the circulation supervisor or a librarian. Processes library card applications whenever appropriate, and issues temporary cards according to guidelines.
2. Acts as first contact for problems with facility issues. Works to resolve issues and places trouble calls for others. Places trouble calls for malfunctioning services for electrical, plumbing, telephone, mechanical, compact shelving, etc. Arranges for repairs and outside servicing of office and library equipments as required. Communicates with repair staff, including providing specific information about the work, and communicates any updates on work with staff. Keeps a complete record of calls made and services rendered, and follows up on problems if necessary.
3. Under the direction of the Head of Woodward Library and the Office and Circulation Manager, develops, organizes, and implements space planning and facilities projects such as book moves, renovations, etc.
4. Assists users in searching the UBC catalogue and UBC e-journal collection and provides information and reference services to library users on a regularly scheduled basis at the Reference desk. Assesses user needs, and assists with research by searching bibliographic or complex reference resources.
5. Provides health and safety training and orientation for new staff and student assistants to meet both Work Safe BC and



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university requirements. Assists in the updating and revision of health and safety instructions and manuals. Attends health and safety workshops and meetings regularly.

6. Assists in planning various functions across the LSL Portfolio.
7. Takes notes of meetings, produces correspondence, reports, confidential documents from drafts as required. Provides other general office duties such as faxing, photocopying, etc.
8. Assists with collecting, collating, and reporting of statistics for library and administrative purposes.
9. Prepares reference desk schedules. Records related schedule information, such as librarians' vacations, conference attendance, on scheduling software.
10. Orders and maintains office supplies for all units in the library. Monitors and maintains emergency supplies. Keeps copies of invoices and receipts and passes appropriate paperwork (supplies, work orders, etc) to the Library's financial clerk for processing.
11. As requested, creates and maintains special project files (Voyager reports, Curriculum Consult file)
12. Ensures supplies of library publications are maintained and available in public areas, assists with associated tasks. Produces signs, manuals and orientation publications.
13. Organizes and maintains records and procedures and takes payment for carrel rentals in the building. Provides information to users and responds to inquires and troubleshoots problems related to carrel rentals.
14. Schedules the Sherrington Room, Teaching Room, Computer Lab, and other rooms as requested. Posts notices of bookings.
15. As requested, acts as technical support for on-line teaching performed in the unit.
16. Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Works with minimal supervision. Works under general supervision of circulation manager, in consultation with Head. Some specific areas of work are supervised only by Head.

Supervision Given

None.

Consequence of Error/Judgement

Variety of tasks require ongoing prioritization. As front line contact for many facility issues, needs to be able to identify urgent issues from routine and to refer, as appropriate.

Qualifications

High School graduation and two year Library Technician diploma. Knowledge of the Library's online files and systems an asset. 3 years relevant experience or the equivalent combination of education and experience. Computer experience required (Word and Excel preferred). Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to perform word processing at 50 words per minute. Ability to operate a normal range of library and office equipment. Ability to effectively use word processing and spreadsheet applications at an intermediate level.



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Ability to exercise tact and discretion. Ability to prioritize work and to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to work both independently and within a team environment. Ability to supervise and train staff. Ability to push, pull and lift heavy objects over 35lbs or 16 kg. Ability to climb stairs and step ladders. Ability to work a five day work week and to work evenings and weekends when required.

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Job Posting

Job ID: 13553
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Public Serv Library
Classification Title: Pub Svc Library Asst 4 (Gr8) **Business Title:** Pub Svc Library Asst 4 (Gr8)
Department: Library - Rare Books & Spcl Col
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

Responsible for the training, scheduling, and supervision of all Library Assistant and Student Assistant functions. Supervises circulation functions; reproduction services; gift processing; shelving, shelf moves, and inventories; the general maintenance of RBSC physical facilities; and the day-to-day security of the Division. Compiles and reports RBSC statistics. Prepares monthly and yearly reports on reproduction services revenue. Writes letters, prepares forms, and coordinates shipping for gifts and exhibition loans. Implements both general Library and RBSC's policies and procedures as they affect the Library Assistants. Liaises with Digital Initiatives (DI) unit to coordinate digitization activities and the transfer of material to and from DI, and works with Permissions coordinator to assist with patron-driven digitation requests. Assists with RBSC outreach activities.

Organizational Status

Works independently and organizes own work routines under the general supervision of the Rare Books and Special Collections Librarian or designate. Trains and supervises support staff. Communicates with staff in Technical Services Division regarding technical problems.

Work Performed

1. Supervises, trains and schedules support staff and student assistants and coordinates their activities and distribution of tasks including; their work at the Public Service Desk, paging activities, circulation functions, shelving and stack maintenance, labelling and bar-coding of books and pamphlets, and copying and digitising using a variety of processes. Helps develop and implement new procedures.
2. Provides performance feedback concerning staff to the Head of RBSC and participates in the performance evaluation of staff. Participates in the selection of staff.
3. Liaises with Digital Initiatives (DI) unit to coordinate regular and on-demand digitation activities and the transfer of materials to and from DI, and works with Permissions coordinator to assist with patron-driven digitization requests.
4. Works at the Public Service Desk as scheduled. Assists users and provides basic reference service, referring questions requiring more specialized knowledge to a Librarian or Archivist.



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5. Maintains vacation, attendance and sick leave records for all support staff in RBSC. Develops the vacation schedule for the approval of the RBSC Librarian in consideration of the needs of RBSC and co-ordinates vacation schedules with University Archives.
6. Assists the RBSC Librarian in producing the annual student assistant budget and tracking its expenditures. Prepares and maintains all payroll records and time sheets for student assistants. Monitors and evaluates student assistants' performance and takes appropriate action if problems exist.
7. Compiles and reports RBSC circulation, reference, gate count, and collection growth statistics.
8. Reconciles and records revenue from RBSC reproduction services at the end of each month. Prepares monthly revenue report for Copy Services division and yearly revenue report for RBSC Librarian. Processes cheques received in division.
9. Manages the RBSC filing system at a practical and conceptual level by ensuring the accuracy and relevancy of filing categories. Makes decisions regarding updates and revisions to the file list.
10. Under the direction of the RBSC Librarian maintains liaison with the Cataloguing Unit in relation to gift processing, serials and other catalogue records. Performs item and holdings maintenance duties for RBSC. Supervises Technical Services staff when they are temporarily assigned to processing or cataloguing work in RBSC.
11. Transfers material between other UBC Libraries and RBSC, and between RBSC locations, and updates location records as required.
12. Adds manuscript boxes and other RBSC materials to the ASRS. Monitors storage availability in the ASRS. Performs basic troubleshooting and consults with IKBLC circulation regarding more serious ASRS problems.
13. Supervises gift processing and shelving, and shipping of gift materials to and from Cataloguing Unit. Drafts letters to donors and prepares gift agreements, appraisal forms and approval forms. Liaises with donors to coordinate shipping of gifts from donors to RBSC.
14. Supervises shelving and maintenance of the stacks, shelf moves and inventories of the physical collection.
15. Oversees preparation of the supply orders for Rare Books and Special Collections including University Archives' orders. Orders stationery supplies when necessary.
16. Supervises the general maintenance of Rare Books and Special Collections physical facilities (e.g. equipment in RBSC, lighting, trouble calls to Physical Plant, etc.).
17. Trains staff and students in the operation of the RBSC online circulation system, issues and verifies Community RBSC Borrowers Cards.
18. Assists librarians and archivist with coordination of classes, tours and orientations.
19. Supervises the day-to-day security of RBSC. Ensures that RBSC security policies are being enforced. Maintains reports of lost or missing items.
20. Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Works under the general direction of the Rare Books and Special Collections Librarian or designate.



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Supervision Given

Supervises support staff and student assistants.

Consequence of Error/Judgement

Errors may result in failure to train staff correctly, errors in catalogue and archival records, budgeting and the general operations and security of Rare Books and Special Collections.

Qualifications

High School graduation and two year Library Technician diploma. Knowledge of library systems, policies and procedures. 4 years relevant experience or the equivalent combination of education and experience. Experience in serials and cataloguing and with rare books and special collections an asset. Computer experience required (MS Office, Voyager, HTML and Dreamweaver preferred). Experience in web maintenance an asset. Ability to communicate effectively verbally and in writing. Ability to organize and prioritize and work effectively under pressure to meet deadlines. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to provide quality service to customers in a courteous, patient manner. Ability to effectively recruit, train, supervise, and motivate employees. Ability to operate a normal range of library equipment. Ability to use word processing, spreadsheet, and library database applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to lift up to 20 kgs of boxed materials and climb 5 feet high rolling ladders. Ability to plan and coordinate work to meet unit requirements. Ability to handle fragile and rare materials in an appropriate manner. Ability to work a five-day work week. Ability to work evenings and weekends as required.

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Job Posting

Job ID: 13554
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Public Serv Library
Classification Title: Pub Svc Library Asst 4 (Gr8) **Business Title:** Program Services Assistant
Department: Library - Irving K.Barber
Salary: \$41,736.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-09-01
Job End Date: 2013-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

Works as senior Library Assistant at the Irving K Barber Learning Centre. Oversees the planning and coordination of the Robson Reading Series, at both the UBC-V and Robson Square campuses. Maintains student payroll and attendance records. Schedules, participates in selection, trains, and supervises student assistants. Provides basic information assistance to library users. Answers patrons' queries and resolves problems regarding community programs and events at the Learning Centre. As needed, assists Program Services staff with planning programs and events that support the outreach and engagement activities of the Learning Centre. Coordinates details of the Robson Reading Series in partnership with the UBC Bookstore Robson Square and Irving K. Barber Learning Centre.

Organizational Status

Reports to and works under the direction of the Assistant Director, Irving K Barber Learning Centre in carrying out daily tasks. Interacts with Program Services and other Library staff regarding planning and implementing public programs and events that support the community engagement mandate of the IKBLC and UBC Library. Supervises and works closely with library student assistants, and liaises with staff in other library divisions and with other UBC groups at Robson Square, UBC-V and UBC-O, or works directly with them on special projects. Liaises with the UBC Bookstore, publishers, publicists, authors, granting agencies and various members of the media.

Work Performed

1. Coordinates Robson Reading Series including arranging dates and travel plans for authors, manage distribution of all funds, write and distribute press releases, coordinate with UBC and greater Vancouver cultural groups, apply for grants and other reading series funding from various arts and cultural groups (Canada Council for the Arts, Writer's Union, League of Canadian Poets, etc), host events, and coordinate with Robson central, the UBC Bookstore, the Irving K. Barber Learning Centre and authors and their publishers.
2. Collects and compiles statistics related to public programs and events at the Learning Centre using manual and electronic systems, and prepares monthly report for the Assistant Director, IKBLC.
3. Works closely with IKBLC Circulation Services to ensure effective communication and coordination around programs and public events that are taking place in the Learning Centre.



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4. Trains, schedules and supervises a library student assistant in performing activities that relate to Program Services, including providing metadata for IKBLC webcasts, loading webcasts into UBC's Digital Repository, securing and filing recording permission forms for speakers at public events and developing signage and related posts on IKBLC social media channels..
5. Participates in interviewing, selecting, and scheduling student assistants and completes required personnel and timesheet records. Monitors and evaluates student assistants' performance and takes appropriate action if problems exist.
6. Maintains stationery and supplies for the Program Services team.
7. As requested, assists with special projects at the IKBLC, under the direction of the Assistant Director and other Program Services staff.
8. Assists with and participates with the Program Services staff in preparing exhibits, displays and associated events at the Learning Centre. This may involve liaising exhibitors directly to coordinate access to display cases, as well as assisting the Program Services Librarian with securing community-based exhibitions from external groups.
9. Updates information on the branch web page in conjunction with the Program Services librarians.
10. Performs other duties as required.

Supervision Received

Reports to, receives direction from, and is supervised by the Assistant Director, IKBLC. This position works independently at the Learning Centre (UBC-V) location and any issues beyond the scope of this position are referred to the Assistant Director as appropriate.

Supervision Given

Supervises student assistant(s).

Consequence of Error/Judgement

Works independently, following established guidelines and priorities with some latitude for exercising judgement and organizing work. Works as part of the Program Services team to coordinate author reading series, exhibitions, public lectures and other events at the Learning Centre. Most new or unusual problems are referred to Assistant Director. Errors in judgement will inconvenience library users and other co-locators within the Learning Centre. Unprofessional work ethic will impact on the Learning Centre's campus and public image.

Qualifications

High School graduation and two year Library Technician diploma. . 4 years relevant experience or the equivalent combination of education and experience. Knowledge of general library systems, policies and procedures is helpful to the position. Familiarity with Canadian literary or publishing scene a strong asset. Experience with event planning, organization and implementation is preferred. Computer experience required (Word and Excel preferred). Experience in basic web maintenance, content management systems and mainstream social media tools is an asset (HTML, WordPress, blogs, wikis preferred). Effective oral and written communication, interpersonal, supervisory, public service and organizational skills required. Ability to train and supervise staff. Ability to use word processing, spreadsheet and database applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to work a five-day week and weekends and evening shifts as required.



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Job Posting

Job ID: 13490
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 2 (Gr3) **Business Title:** Customer Service Representative Winter, Sessional
Department: Conferences & Accommodation
Salary: \$ 20.11 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-09-01
Job End Date: 2013-04-30
Funding Type: Self Funded
Other: Sessional
Date Closed: 2012-07-23 **Available Openings:** 15

Job Summary

Performs duties related to the every day operation of the Accommodation Office including but not limited to reservations, guest registration, billing and special payment arrangements, and night audit during the winter season September through April.

Organizational Status

Reports directly to the Front Office Manager. Takes direction from the Rooms Manager. Interacts regularly with the Housekeeping Supervisor on room status matters and Service Workers and Utility Workers on maintenance matters. Interacts with the Sales Office regarding group bookings.

Work Performed

Expected to be familiar with and functional on all duties related to the Conferences and Accommodation operation. Includes:

Guest Registration

Checks guests in and verifies all pertinent information on registration cards and guest folios to ensure accurate entry of data into computer.

Balances cash and receipts and maintains a functional cash float for which he she is uniquely responsible.

Initiates Standard University Emergency Procedures when necessary thereby promoting guest safety and satisfaction.

Provides information concerning conference, public services and tourism to guests whenever possible.

Handles keys and maintains a strict measure of key control.

Assists guests in the operation and related services of room phones.

Reports and records daily maintenance requirements in order to maintain the quality and appearance of the Conferences & Accommodation facilities.

Maintains an open line of communication between shifts as well as staff across departments by maintaining log books sending emails and writing memos.

Maintains the front desk area in a clean and orderly fashion.

Reservations

Opens, date stamps and sorts all Accommodation office mail.

Maintains daily records of all cheques received.



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Receives and processes reservation requests by email, mail and telephone from conference delegates and casual guests.
Collects, posts and balances advance deposits for all reservations received.
Maintains and updates Lost and Found log.
Composes routine business letters in response to accommodation inquiries as required.
Maintains good channels of communication with group organizers and university service departments.

Night Audit

Performs computer audit on all Conferences & Accommodation properties. This entails reviewing the night audit reports to ensure system balance and ensuring the correctness of guest accounts.
Reviews clerks' daily cash deposits to ensure proper balance.
Balances the credit card authorization machine so that Visa and MasterCard revenue bank accounts are correctly credited by following the Balancing Procedures.
Makes a tape backup of the updated computer data logging and storing the tapes on a daily basis. This procedure is vital else all computer data will be unrecoverable should there be a computer system shut down.
Prepares and distributes diversified manual reports such as those required by management which are critical for monitoring system integrity and those required by the cash office which are essential for both the completion of daily bank deposits and the preparation of accurate accounting records.
Maintains filing system of computer generated reports on a daily basis so that they do not get lost or misplaced and so that they are readily available for reference.

Due to the fluctuating nature of business in a conference operation, hours of shifts will vary as will the stress level. Most of the work involves interaction with guests, computer data entry and cash handling.
Customer Service Representatives can expect long periods of standing at the front desk.

Supervision Received

Work is performed under the general supervision of the Front Office Manager and in accordance with Conferences & Accommodation policy and procedures. Works within well defined guidelines and procedures, but is expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion.

Supervision Given

May initiate new employees into front desk, reservation, cash office or night audit procedures.

Consequence of Error/Judgement

Errors in performing registration duties can reduce revenue, skew management statistics or have negative impact on customer relations. The hotel has a complex rate structure and misinformation given to clients can result in lost reservations, have a negative impact on customer relations and impact on Conferences & Accommodation's revenue. The night audit function is critical for ensuring accurate accounting records and system integrity.

Qualifications

High School graduation and one year of related training. Basic Office Procedures and Practices Training an asset.
Hospitality Industry Training or Conferences & Accommodation experience preferred. 2 years relevant experience or the equivalent combination of education and experience. Office experience and or relevant UBC experience. Operation of and or data entry into computer system. Ability to plan, communicate and complete work assignments without ongoing direction. Good verbal communication and interpersonal skills; excellent telephone manner. Insure accuracy of all work performed. Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier) Word Processing and Spreadsheets experience.
Willing to work flexible day, evening and graveyard shifts.



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Job Posting

Job ID: 13544
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Lib Asst & Specialst
Classification Title: Library Specialist (Gr8) **Business Title:** Collections Management Co-ordinator
Department: Library - Technical Services
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2014-08-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

Provides leadership for collections management functions across the Library. Organizes and performs collections analysis work for all Library units. Designs and implements appropriate solutions to data integrity problems. Participates in the development and execution of collections-related projects system-wide around the Library.

Organizational Status

Acts as liaison with staff in library branches. Represents the unit at library committee meetings and reports changes in policies and procedures to the supervisor. Communicates with other members of the campus community and with external organizations.

Work Performed

1. Oversees the operation of collections management functions across all library branches by taking a lead role in the development of new policies, procedures, and services. Acts as functional expert system-wide for collections management operations and initiatives.
2. Compiles , reports, interprets, analyses and manipulates data on the library's physical and electronic collections and generates reports for same.
3. Uses various tools to analyze, describe, model and validate data from a variety of sources, both in response to particular situations and on own initiative.
4. Supports Library units through the provision of data analysis products and services. Examples include documentation, lists, reports and statistics.
5. Works as a member of the CMP team to analyze and develop solutions to collections and or data integrity issues.
6. Interprets and ensures compliance with Library and collections management rules, policies and procedures. Evaluating and making authorized decisions regarding situations requiring deviation or exception from normal procedures.
7. Participates in developing strategies for dealing with complex collections management problems and how to apply them.



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Identifies issues or patterns.

8. Designs, organizes and executes plans for system-wide special projects.
9. Plans, oversees and implements the general organization of the collection including shifting materials to accommodate growth and planned moves of library materials.
10. Develops training programs, materials and tracking documents. Writes instruction sheets and procedural manuals.
11. Maintains communication and collaboration tools, including websites, wikis, surveys, project administration and others.
12. Processes error reports from collections project workflows.
13. Performs updating and maintenance to holdings records and item records.
14. Edits records with incorrect statuses, material codes, locations, holdings or other errors.
15. Corrects, refers, or returns other problems to the appropriate unit and branch.
16. Compiles and maintains statistics on collections projects. Prepares statistical summaries. Prepares and presents project reports on a regular basis. May write project proposals, updates and final reports.
17. Performs other related duties.

Supervision Received

Position is accountable to, receives daily supervision from and performance reviews conducted by the Collections Management & Planning Librarian.

Supervision Given

Formally trains new staff on work procedures, and may oversee the work of students and temporary staff.

Consequence of Error/Judgement

Works independently under minimal supervision. Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete recurring assignments independently, and judgement to determine which of many methods are applicable in any given situation. There are a variety of job tasks requiring ongoing prioritization. Responsibilities and work situations are broader in scope, with limited opportunity for standardized solutions. Consequences of error include loss of access to library materials, diminished quality of service to patrons and creation of extra work for colleagues.

Qualifications

High School graduation and two year Library Technician diploma. . 5 years relevant experience or the equivalent combination of education and experience. Experience with library collection management, technical services and or information technology preferred. Experience with one or more integrated library systems and or electronic resource management systems preferred. Experience with one or more content management systems (Sharepoint, Wordpress, Confluence) preferred. Knowledge of common library data standards and formats (MARC bibliographic, authorities and holdings; AACR2; RDA; Dublin Core; NISO holdings) preferred. Familiarity with both print and electronic collections preferred. Ability to effectively use e-mail, word processing, spreadsheet and library database applications at an advanced level (MS Office and Voyager preferred). Ability to communicate effectively verbally and in writing. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to



develop and maintain cooperative and productive working relationships. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to clearly describe and explain complex issues involved in data integrity and collections management. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to gather, record, and organize information. Ability to exercise sound judgment. Ability to maintain accuracy and attention to detail. Ability to analyze problems, identify key information and issues, and effectively resolve them. Ability to efficiently and effectively coordinate tasks and oversee work processes. Ability to work a five day work week and to work evenings and weekends as required.

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Job Posting

Job ID: 13549
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Tech Service Library
Classification Title: Tech Svc Library Asst 2 (Gr3) **Business Title:** Digitization Assistant
Department: Library - Digital Initiatives
Salary: \$36,672.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2014-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

The CUPE digitization assistant will support the creation of a digital collection of the Canadian Pacific Railway (CPR) material that is found in UBC Library's Chung Collection. This collection holds one of the largest research collections on the CPR and includes lithoprint and silkscreen posters, brochures, books as well as artifacts that have been salvaged from the bottom of the ocean. The CUPE digitization assistant will digitize items from the archival collection and will process files so that they are suitable for web display and searching and will also upload files and cataloguing metadata to our content management system, CONTENTdm.

Organizational Status

The Digital Initiatives Unit is a key part of the Library's effort to adapt to the evolving needs of faculty and students and to support teaching, research and learning at UBC. Our goal is to create sustainable, world-class programs and processes to make the collections and research at UBC available to the world. The Digitization Assistant works with the Director, Library Digital Initiatives, Digital Projects Librarian and other digital initiatives staff and student workers to complete assigned tasks.

Work Performed

1. Digitizes items (books, manuscripts, letters, photos, artefacts, illustrations) using a variety of equipment and software, such as flatbed, book and large format scanners and digital cameras to scan items and save the files.
2. Processes digitized items so they are suitable for web display and discoverability using various software programs including graphics editing (Photoshop) and OCR software. Ensuring image quality is acceptable.
3. Creates and edits metadata according to defined processes and standards under the supervision of professional staff.
4. Uploads files and accompanying metadata to digital collection management systems CONTENTdm.
5. Retrieves and shelves items related to the collections.
6. Becomes fully conversant with the scanning software and equipment, and any other software relevant to the projects, and assists with the testing of the final digital collections. Problem solves technical issues.



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7. Assists in the training of, and acts as a point of contact for, technical and procedural questions from student workers and staff members.

8. Prepare and keeps up to date procedures on all work performed in job.

9. Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Works under the general direction of the Director, Library Digital Initiatives or designate. Works under the direct supervision of the Digital Projects Librarian. Carries out the work independently under general supervision. New or unusual problems are referred to senior staff.

Supervision Given

None. Trains new CP project staff on work procedures, and oversees work of students or temporary staff.

Consequence of Error/Judgement

The Digitization Assistant digitizes items following standards and practices established by the supervisor and others on the project team. Work is performed in accordance with established procedures and accepted practices involving the freedom to select applicable methods in setting priorities and carrying tasks through to completion. Appropriate judgement is required in knowing when to refer an issue to the supervisor. Errors could affect access to digitized items and slow the project timeline.

Qualifications

High School graduation. . 2 years relevant experience or the equivalent combination of education and experience. Working knowledge and experience with computers and with scanning software and hardware (Photoshop and OCR). Working knowledge and experience with word processing, spreadsheet, and database software. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to exercise sound judgment. Ability to understand and apply policies, procedures, and instructions.

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Job Posting

Job ID: 13547
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Tech Service Library
Classification Title: Tech Svc Library Asst 3 (Gr6) **Business Title:** Tech Svc Library Asst 3 (Gr6)
Department: Library - Digital Initiatives
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 2

Job Summary

The Rights & Permissions Assistant processes copyright clearance requests for UBC and UBC Okanagan. Acts as a point of contact for rights holders, course instructors for information on permissions requests and general inquiries. Creates and maintains a database of permissions requests. Uses critical thinking to search online databases to locate right holders.

Organizational Status

The Scholarly Communications & Copyright office is a key part of the university's effort to adapt to the evolving needs of faculty and students and to support teaching, research and learning at UBC. The goal of the Rights & Permissions service is to clear permissions for copyrighted material for use in course materials. The Rights & Permissions Assistant communicates with course instructors and rights holders.

Work Performed

1. Receives, sorts, distributes, refers and responds to incoming permissions requests.
2. Creates, edits, updates a growing database of permissions records including faculty contact information, course lists, item requests, and transactional licenses.
3. Uses critical thinking to search the internet and informational databases to locate rights holders.
4. Investigates and assesses rights holder fees and terms according to established guidelines set by the Library Copyright office. Refers those set outside the guidelines to the Rights and Permissions Manager.
5. Contacts copyright collectives, publishers and rights holders for material usages.
6. Resolves unfilled requests by verifying the citation's accuracy and notifying instructors of the request's status.
7. Receives and forwards permissions invoices.
8. Explains general guidelines and specific agreements for permissions and terms determined by the rights holder to course



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instructors to ensure copyright compliance.

9. Informs the Rights & Permissions Manager when an issue has been identified (e.g. non-responsive copyright holder.)

10. Prepares and keeps up to date procedures on all work performed in job.

11. Performs other related duties.

Supervision Received

Receives daily supervision from the Rights & Permissions Manager. Works independently under minimal supervision. Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete work independently and judgement to determine which methods are applicable in a given situation.

Supervision Given

None.

Consequence of Error/Judgement

The Scholarly Communications & Copyright Office is a complex new University operation with major legal and policy aspects. This position needs to exercise tact and judgment when communicating with faculty and rights holders. Errors could affect users' perception with potentially negative impacts for the Office. Errors in publisher copyright policies could potentially have legal implications. Works under general policies and administrative framework. Work is reviewed in terms of quality and effectiveness in meeting Rights & Permissions Office goals. Good judgment is required in knowing when to refer an issue to the Rights & Permissions Manager.

Qualifications

High School graduation and two year Library Technician diploma. . 3 years relevant experience or the equivalent combination of education and experience. Working knowledge and experience with word processing, spreadsheet, database software, and the internet is required. Working knowledge of electronic filing systems is an asset. Ability to perform complex searches on web using advanced searching techniques, information tools, and library tools an asset. Ability to gather, record, and organize information. Ability to maintain accuracy and attention to detail. Ability to identify and correct missing and incomplete data. Ability to understand and apply policies, procedures, and instructions. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to provide quality service to customers in a courteous, patient manner. Ability to exercise tact and discretion. Ability to exercise sound judgment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13500
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Undergrad Student Supp
Classification Title: Undergrad Student Supp 2 (Gr4) **Business Title:** Undergrad Student Supp 2 (Gr4)
Department: Philosophy
Salary: \$37,308.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2014-07-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-23 **Available Openings:** 1

This is a 2 year full-time position with the possibility of extension subject to funding availability.

Job Summary

This position provides secretarial support to the Undergraduate Advisors, Department Head and the Administrative Manager and provides information to undergraduate students on program and University policies and procedures and course issues. It provides assistance to the Administrative Manager with departmental financial processes and other related duties. This position is also responsible for maintaining and updating the Departmental website and related online content.

Organizational Status

Works under the direction of the Undergraduate Advisors, Undergraduate Committee, the Administrative Manager and the Department Head. Reports to the Administrative Manager. Liaises with Arts Advising Office, Enrolment Services and Arts ISIT.

Work Performed

Assists the Undergraduate Majors and Honours Advisors with Honours and Majors applications and admission process. Creates undergraduate applicants files, obtains transcripts, checks for requirements, and prepares letters of acceptance rejection from the Undergraduate Advisors; contacts students who have not completed the requirements prior to application deadline; maintains files until students have graduated; sends out congratulatory letters from the Head and Undergraduate Advisors to the Majors Honours students who are graduating in the Spring and Fall every year.

-Provides information to prospective Honours and Major students in Philosophy and Joint Majors (Philosophy and Economics, Philosophy and Political Science, History and Philosophy of Science, and the Cognitive Systems -Philosophy Stream) students on application procedures, admission requirements, course availability, deadlines, etc.

-Prepares statistics for the Honours, Majors and Joint Majors programs admitted to the program for the Undergraduate Advisors; maintains the email list for undergraduate students accepted into the programs.

-Assists students with their registration and provides guidance on course changes, withdrawals, late registration, appeals, and re-read of papers or exams; processes add force forms on SISC upon approval of instructors.

-Prepares draft of the Undergraduate brochure based on previous year's copy for Undergraduate Advisors' approval before it's posted on the web site.

-Enters the final exams information on the SISC Exam tab.

-Types updates the Teaching schedule and the Undergraduate Courses Timetable based on the SISC schedule for distribution to faculty members and for posting.

-Prepares financial forms manually or online, i.e., Journal Vouchers, Requisition for Payment and Travel Requisition forms for the



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Administrative Manager or Head's approval as required.

- Acts as receptionist; responds to telephone, email and in-person enquiries based upon knowledge of the programs and department and University policies and procedures.
- Makes ad hoc bookings for faculty for meetings, extra lectures, exam reviews, make-up exams, and MA PhD presentations. Also provides assistance with booking seminar and or event rooms, catering, and hotel reservations for speakers.
- Prepares Undergraduate Student Appointments for the Administrative Manager's approval; submits hourly paysheets.
- Processes Key Requests through the UBC Key Request System.
- Processes incoming and outgoing mail, faxes; handles courier service requests
- Types correspondence as required for distribution to faculty and or students.
- Maintains files for course outlines, change of mark forms, add drop forms, etc.
- Prepares Instructor and TA information for course evaluations.
- Orders office supplies and stationery as required.
- Provides assistance to Faculty and graduate students with photocopying printing, clear paper jams and arranges for service when necessary.
- Provides assistance to the Graduate Program Secretary as required, sorting and opening of mail, giving basic information to graduate students, and other routine work.
- Prepares reference letters as requested by Faculty members.
- Maintains the Philosophy Department Website and other related online Departmental information.

Supervision Received

Works independently under general supervision. Unusual problems referred to the Administrative Manager, the Undergraduate Advisors, or the Department Head.

Supervision Given

N A

Consequence of Error/Judgement

The duties are performed in accordance to established procedures and accepted practices in the department with ability to choose action within limits defined by procedures. This position is an important one in which accuracy, decisions and judgment are relied upon by the Undergraduate Advisors, the Administrative Manager and the Department Head. Incorrect information provided would reflect poorly on the department. Frequent interaction with other internal colleagues and students requires excellent communication skills and tact to avoid negative impact on the Undergraduate Program and University image.

Qualifications

High School graduation and one year post secondary diploma. . 3 years of related experience or the equivalent combination of education and experience. With training in office procedures and practices; or two years of relevant UBC experience; experience working with web design HTML or related programs such as WordPress. Ability to communicate effectively verbally and in writing. Ability to gather, record, and organize information. Ability to effectively use Microsoft Office, including database management (including but not limited to Word, Excel, UBC SISC, FSC and FMS, e-mail and internet applications in a PC environment preferred) is required. Graphic design skills and experience with Photoshop is an asset. Basic knowledge of HTML or website design is preferred. Knowledge of university systems and procedures relating to the undergraduate programs preferred. Effective oral and written communication and interpersonal skills. Ability to perform word processing at 60 words per minute. Ability to operate job-related equipment (e.g., multiline phone switchboard) (e.g., fax machine, photocopier) Ability to prioritize work, multitask and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Ability to work effectively independently and in a team environment.



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Job Posting

Job ID: 13465
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Unmatched Grade
Classification Title: Unique Job (Gr5) **Business Title:** QA/Technical and Administrative Support Specialist
Department: eHealth Strategy Office
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-07
Job End Date: 2013-08-06 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

The eHealth Strategy Office is dedicated to exploring how modern technology can play a role in improving health care in Canada and internationally. We are guided by a vision of purpose-driven eHealth.

Job Summary

Performs first level technical and customer support and follows ITIL guidelines to document and resolve issues. Rigorously tests, from an end user perspective, software and websites developed by eHSO programmers and tracks issues and resolutions pertaining to the testing. Performs basic website updates and application content using CMS and basic HTML editing. Performs administrative and clerical functions related to technology development, deployment and client support, providing assistance with usage of 3rd party collaboration and social media software.

Organizational Status

Reports to the Senior Programmer & Technology Coordinator in the eHealth Strategy Office. Interacts with various project stakeholders, including programmers, web developers, graphic designers, project managers, researchers, educators, clinicians and technology end users. Some projects may involve interacting with clinical groups, physicians, nurses, health specialists, continuing health education providers, software vendors, technology specialists, community members and other stakeholder groups.

Work Performed

Assumes the role of Quality Assurance Technical and Administrative Support Specialist in various projects and initiatives. She:

Rigorously tests, from an end user perspective, various software applications including for example: 1] mobile applications for iPhone, Blackberry, Windows Mobile and other smart phone and tablet devices, 2] desktop applications in both PC and Mac Operating systems, and 3] website applications in Windows IE, Mozilla Firefox, Chrome and Safari to ensure that they meet project requirements and work as expected from an end user perspective;

Documents testing plans tailored for each project, results and incident problem resolution to ITIL standards;

Develops suggestions for improvement and refinement of software and website applications with respect to usability considering the end-user's technical abilities and context as well as suggests improvement of graphical aesthetics and usability of product;

Follows ITIL guidelines, provides technical and customer support to end-users of the software and web applications and properly documents problems, all communication to end-user, and final resolution of issues;



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Accelerates end-user technical issues to the next level of support as required by efficiently and clearly communicating the problem to the programmers, and ensure all issues are followed-up on until resolution;

Tracks all bugs found with the software by QA testing and support calls, and ensure they are resolved as required by the Senior Programmer & Technology Coordinator and Programmers;

Builds rapport and diffuses tense situations with end-users;

Refines technical support procedures as necessary to deliver efficient and customer centered support to end-users;

Prepares, updates and maintains software user manuals and other technical documentation for end-users (MS Word);

Updates website content and software content (e.g. end-user approved medical content) using content management systems and basic HTML editing;

Keeps inventory of equipment and software;

Assists with usage of 3rd party collaboration technologies such as WebEx and Adobe Connect Pro;

Collaborates with others in Social Media activities;

Tracks use of hardware and software technologies in the Office and the Knowledge Studio;

Tracks and records licenses and passwords other technology related documentation and settings;

Assists in identifying and implementing quality assurance mechanisms across the Office;

Provides administrative and technical assistance for multi-media production activities;

Assists with other tasks and activities as directed by the Technology Coordinator, Assistant Director, Technology & Innovation, Project Managers or their designates.

Supervision Received

Position reports to the Senior Programmer & Technology Coordinator in the eHealth Strategy Office.

Supervision Given

None.

Consequence of Error/Judgement

The Quality Assurance Technical and Administrative Support Specialist is expected to maintain a close working relationship with the Technology Coordinator and the technology team as well as other project stakeholders as appropriate, in order to ensure the quality and timeliness of outcomes as well as adherence to resource allocations.

The progress of the Quality Assurance Technical and Administrative Support Specialist's work will be discussed at regular meetings with the Senior Programmer & Technology Coordinator, the technology team and other team members. Regular reporting will also be required to stakeholder groups as directed by the Senior Programmer & Technology Coordinator.

This position requires working effectively within an organizational structure. The Quality Assurance Technical and Administrative



Support Specialist will be required to possess sound judgement and decision-making abilities which have the potential to impact eHealth Strategy Office's reputation, product viability and marketability, and the opportunity for future software development and partnerships.

Qualifications

1 year technical diploma or similar preferred. ITIL basics certification an asset. A combination of education with a strong record of successful client support experience in a technology environment and excellent work ethic will be considered.

Knowledge of smartphone and tablet and web applications. Some knowledge of HTML, XML, and JavaScript. Working knowledge of relational databases (MySQL, MS SQL Server). Knowledge of WordPress and or DotNetNuke content management systems, social media software and multimedia and basic video editing an asset. Ability to communicate effectively verbally and in writing. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgement. Ability to effectively manage multiple tasks and priorities without compromising the quality of outcomes. Ability to work effectively independently and in a team environment. Ability to show initiative and judgement. Excellent analytical skills and demonstrated technical aptitude required.

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Job Posting

Job ID: 13523
Location: Vancouver - Point Grey Campus
Employment Group: Excluded M&P
Job Category: Administration
Classification Title: Coordinator **Business Title:** Team Leader, Administration & Special Projects
Department: Human Resources
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-27 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-25 **Available Openings:** 1

Job Summary

The Administrative Manager works with the Associate Vice President (AVP), HR in leading the effective administration of the HR department as well as managing a variety of events and special projects and support for communications initiatives on behalf of the department by working closely with the Director HR, Total Compensation and the Director HR, Integrated Strategies. The position manages the AVP, HR's schedule of commitments, and leads a wide range of administrative, financial, and facilities matters.

Organizational Status

Reports formally to the AVP, HR and takes direction from the Director, HR, Total Compensation and the Director, HR, Integrated Strategies. Provides direction to the Service Centre team and temporary staff.

Work Performed

Human Resource Management

- Leads the service function of the HR Service Centre team that have a matrixed reporting relationship to three units within Human Resources, ensuring that the team is well positioned to provide advice to existing and prospective staff and faculty on a wide range of HR matters. Works with staff to set priorities, and reallocates workflows to support shifting priorities.
- Ensures that shared functions are scheduled in a manner that ensures optimally effective service levels.
- Implements performance management system for the administrative team, including annual objectives and performance evaluations.
- Works with Directors to provide support on human resource management matters such as the merit pay process, and orientation and training for new staff.
- Oversees maintenance of confidential staff records, including salary and absence tracking for all staff, and oversees and monitors absence levels for HR, providing monthly reports to the AVP, HR and Directors.

Financial Management



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- Responsible for the administration of HR's financial resources, working with other HR staff members with financial responsibilities (e.g., Organizational Development & Learning, and HR at UBC's Okanagan campus), and taking direction from the VP FRO finance team staff member who supports HR with financial and budget guidance and advice..
- Creates and processes Q requisitions, travel requisitions, journal vouchers and cash receipts in accordance with UBC policies and procedures.
- Checks monthly detailed transactions and payroll reports to ensure the transactions are accurate and supported.
- Coordinates the collection of information and performs data entry of the financial forecasts and budgets into Hyperion. Runs and distributes reports for management using Hyperion planning.
- Identifies and refers issues to the appropriate person(s).

Project Support & Event Management

- Leads development of social opportunities within HR such as the annual picnic, fun committee and seasonal celebration.
- Works with the Director, HR, Total Compensation on various projects.
- Works with the Director, HR, Integrated Strategies on various initiatives within Focus on People: Workplace Practices at UBC. This includes participating on committees, supporting the work of the Executive Steering Committee and taking responsibility for aspects of projects and initiatives, including support for communications, as assigned.
- Coordinates HR's responsibilities for University level events at the Vancouver campus such as the Welcome Back Staff BBQ, Staff 25-year club and Seasonal Concert.

Facilities Management

- Oversees networking and telecommunications services including needs assessments, gap analysis, billing, troubleshooting, installation, cellular phones and data lines.
- Administers departmental space and facilities including advising on planning and negotiating space for the Department. Oversees office moves, repairs, renovations, and office furnishings. Oversees office equipment, records management, security, and maintenance and service contracts.
- Assesses effectiveness of work processes, and revamps systems and protocols as needed to meet changing work needs. Leads the transition of the department to a more sustainable and efficient records management system.
- Identifies and recommends more effective ways to utilize space.
- Oversees safety related programs, issues and concerns for the Department.

Leadership Support

- Manages AVP, HR's calendar, books multi-person meetings and responds to incoming requests. Determines appropriate action to take when responding to requests.
- Provides administrative support to Director, HR - Total Compensation as required.
- Recommends departmental policies and procedures to AVP, HR and develops, implements and monitors them.



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- Oversees compilation and distribution of Board of Governors' reports for HR. Oversees development of Board bring-forward list for HR.

- Liaises with other academic and administrative units as required.

Performs other duties as required.

Supervision Received

The position reports to the AVP Human Resources. The position takes general direction from the Director HR, Total Compensation and Director HR, Integrated Strategies.

The incumbent performs duties independently with work subject to periodic review and consultation by the AVP, HR and or the appropriate Director, HR, to ensure that the work performed meets established objectives.

Supervision Given

In addition to directing the work of administrative staff, the Administrative Manager resolves and or assists with other staff concerns and issues, and acts as a resource to HR Directors on matters such as attendance management and HR policies and procedures. This position manages administrative staff utilized on a temporary basis from Staff Finders or outside agencies.

Consequence of Error/Judgement

This position is responsible for the Department's administrative activities. The consequence of a wrong decision, poor judgment or advice, lack of action, or inadequate financial management or cost recovery could result in significant financial losses to the Department and the University.

Qualifications

Undergraduate degree in a relevant discipline. University degree is business administration or related discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience in financial and human resource management. Knowledge of University policy and procedures, financial record and human resource systems, collective agreements, and human resource policies, procedures and practices preferred. Familiarity with human resource management terminology and issues preferred. Detail orientated with an aptitude for finances. Knowledge of office software applications. Effective oral and written communication, problem solving, organizational, team building and supervisory abilities. Ability to manage a variety of projects with competing deadlines. Ability to exercise leadership, a high degree of judgment, initiative and discretion in matters in all areas of responsibility.

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Job Posting

Job ID: 13400
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Operating Engineer **Business Title:** Operating Engineer
Department: Building Ops - Power House
Salary: \$50,484.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-29 **Available Openings:** 1

Job Summary

Under the direction of Head Maintenance Engineer, Sub-Head Operating Engineer, Head Operating Engineer - Automation, or designate performs routine checking, and running maintenance in the servicing and operation of mechanical equipment and related duties.

Organizational Status

Works under the direction of Head Maintenance Engineer, Sub-Head Operating Engineer, Head Operating Engineer - Automation.

Work Performed

1. Performs checking, routine maintenance, and operation of pumps, fans, compressors, steam expansion joints, high pressure steam traps and associated equipment and systems. This includes: repacking pump glands, replacing coupling inserts, and renewal of gaskets; draining moisture and oil from air receivers and vacuum tanks; checks on the condition of belts drives for belt wear, alignment, and tension; replaces and re-aligns belts when required; checks and tests sump pump operation and controls; cleans air filters and replaces filters as required; and reports on condition of such equipment.
2. Answers service and emergency calls, assesses repairs required, or determines what action is to be taken. Investigates emergency calls and renders equipment safe; if required, takes action as soon as possible to minimize problems associated with emergencies, as detailed in the Trouble Call Emergency Handbook.
3. Utilizes the Building Management System to identify malfunctions in noted equipment where appropriate and to stop and start remote equipment as directed.
4. Performs routine tests and control of chemical treatment in buildings' heating and air-conditioning systems.
5. Maintains records of maintenance to machinery and equipment including the obtaining of log readings on mechanical equipment as required.
6. Wipes down mechanical equipment. Checks and reports on essential light bulb replacement. Reports on general condition of mechanical equipment rooms. Take immediate action to correct any safety hazards in mechanical equipment areas.



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7. May be required to perform other duties related to the qualifications and requirements of the classification.

Supervision Received

Works under the direction of Head Maintenance Engineer, Sub-Head Operating Engineer, Head Operating Engineer - Automation.

Supervision Given

None

Consequence of Error/Judgement

Close attention is required to prevent service failures and to identify and correct problems that could result in both a serious life safety, financial and or loss of steam or water service to the University. Poor decisions could result in loss of heat and hot water to much of the campus including the UBC Hospital. Must be able to make quick and accurate assessment of equipment failures to minimize equipment damage. Errors in judgement concerning steam system equipment maintenance could lead to serious personal injury or loss of life, shutdown to university heating and hot water system, expensive repairs, poor operation of the steam system, and decreased life of the steam piping system.

Qualifications

BC Fourth Class Power Engineer. A certificate of competency as a BC Fourth Class Power Engineer. Mechanical aptitude, skill in the use of hand and shop tools.

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Job Posting

Job ID: 13507
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A **Business Title:** Finance Manager
Department: Computer Science
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

Job Summary

The Finance Manager is responsible for the Department's research grants of approx. 5 million per year, including faculty support, reporting, analysis, problem solving, database management and cost recovery. The position supports the Director of Finance and Administration particularly with the Department budget process, including statistical analysis, variance analysis, budget planning and forecasting. Manages the p-card system and financial aspect of CBM system. Implements practices to improve the quality and efficiency of the Departments's financial services, including related Department policies and procedures. Part of the Finance Team that manages the financial health of the Department as a whole. Position is 50% part-time, flexible hours.

Organizational Status

Works independently; receives direction from the Director of Finance & Administration on unusual situations or circumstances; reports to the Director of Finance & Administration. The Finance Coordinator provides financial advice to faculty members, staff and researchers on the management of research grant and contract accounts; liaises with Financial Officers in UILO, Financial Services, Research Services, Supply Management and other central University agencies; this position communicates as required with outside funding agencies (e.g. NSERC, industry partners). This position is the technical resource person for the Finance Clerk on University and granting agency policies and procedures.

Work Performed

Manages research grants on behalf of the Principle Investigators. Advises PI's on financial status of grants and recommends financial solutions to problems and questions; tracks commitments and incoming funds, monitors balances, prepares budgets and reports for grant preparation and grant reporting as required by PI or granting agency; prepares and reviews interim financial statements for funding and expenditures and ensures account holders are expending funds in compliance with funding guidelines; works closely with researchers to ensure NSERC and other agency funding are properly accounted for and that budget anomalies are brought to their attention with guidance for resolution; monitors financial progress of research and contract accounts to ensure funds are expended during the contractual agreements; provides direction and clarification to researchers and staff on issues regarding grant management; oversees contractual agreements between granting agencies and researchers; produces variance reports and advises Director of Finance & Administration of impending problems inconsistencies.

Assists the Director of Finance & Administration with the Departmental Operating Budget, maintaining and reconciling expenses between budget and actuals, investigating variances and resolving discrepancies; performs statistical analysis of research funding, costs, trends, central funding, and Department expenditures; provides financial reports of a specialized nature, assists



with variance reports, generates and reviews balance sheets; prepares invoices and financial reports as required; provides guidance to administrative and technical staff in regards to financial matters related to research funding and existing Department budgets; researches and analyzes historical spending trends for determining future expenditures and potential cost savings; participates in evaluating and making recommendations for cost reductions, efficiency savings, streamlining; provides technical advice to the Finance Clerk on University and granting agency policies and procedures.

Manages the Department's direct costs of research recovery program, including annual analysis of costs compared to income, tracking funding, charging applicable grants, responding to audit enquiries and general questions.

Interacts with staff in RTA to ensure that grants are maintained as per granting agency guidelines; works with the Office of Research Services and PIs on new grants, budget upload, budget increases and PG extensions; acts as a liaison with Financial Services, Supply Management, Office of Research Services and UILO.

Provides training for financial processes and systems; advises faculty and staff on financial policies and procedures, funding guidelines, the UBC financial system (FMS) and purchasing policies.

Department P-Card Coordinator; provides training and manages the P-Card program; reconciles all department cardholder statements; verifies expenditures.

Assists the Director of Finance and Administration with quarterly Hyperion snapshots, Hyperion funding transfers, generating and analyzing Hyperion reports.

Manages and oversees the grant database over the lifetime of the grant, including tracking grant proposals, funding received, and closing down the grants upon their conclusion.

Responsible for administrative oversight and investigation into under payments, overpayments, reimbursements and questions from the Department's usage of the CBM (Consolidated Billing Module - UBC's credit card) system.

Develops methods as required to identify, analyze and address problems for financial analysis and for proposal and report preparation using complex FMS tools such as PS Query and nVision.

Problem solves funding issues involving government agencies, industry groups, non-profit organizations and donors.

Coordinates month end and year-end financial activities; coordinates year end reconciliation of all contract and research accounts. Provides advice for overall financial planning and assesses impact of surpluses deficits and reviews variances; works with Finance Team on Department year-end requirements, overseeing transfers, providing reports, and reviewing variances.

Financial approver in ePAF, eRecruit, Position Management.

Provides advice for overall financial planning and assesses impact of surpluses deficits and reviews variances; ensures cost effectiveness of expenditures.

Provides financial information to internal and external auditors.

Responsible for remaining conversant with new accounting procedures and legislation and reporting any new procedures to the Director of Finance & Administration; interprets and monitors financial policies and procedures established by UBC and granting agencies that affect the use of department and grant funds.

Makes recommendation to the Director of Finance & Administration on designing, developing, identifying and implementing streamlined financial processes; identifies and makes recommendations to the Director of Finance & Administration on tools and methodologies to assist faculty and staff to manager their financial responsibilities.

Supervision Received

Works independently with goals and objective developed in conjunction with the Director of Finance and Administration.

Supervision Given

During the absence of the Director of Finance and Administration oversees and coordinates the work of the Financial Processing Specialist 3.

Consequence of Error/Judgement

Work is expected to be at a high level of accuracy. Effective management of all financial processes is critical. Errors could affect the financial position of the department, the affiliated research units and the individual faculty members, harming relationships with industrial partners and government funding organizations. Errors in judgment would have serious effects on the Director of Finance and Administration's ability to carry out their mission and function. Failure to provided timely and accurate



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accounts reports would make it impossible to effectively manage the department. Work requires diplomacy and confidentiality.

Qualifications

Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA).

. Minimum of two years experience or the equivalent combination of education and experience. Ability to accurately process financial documents within required timelines. Ability to apply generally accepted accounting principles in an appropriate manner. Ability to perform complex analyses. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to anticipate problems and issues and plan ahead. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to develop and monitor budgets. Ability to accurately process cash credit card transactions. Ability to communicate effectively verbally and in writing. Ability to think conceptually. Use creative, conceptual, or inductive reasoning or thought processes to identify patterns in complex data, and identify key or underlying issues in complex situations. Ability to efficiently and effectively coordinate tasks. Ability to prepare cost estimates projections. Ability to identify and correct missing and incomplete data. Ability to create and accurately maintain record and filing systems. Ability to manage complex financial matters. Ability to accurately gather, organize, and summarize financial information. Ability to perform financial planning functions. Ability to work effectively independently and in a team environment. Ability to enter, retrieve, correct, and interpret data in financial management system. Ability to interpret and apply complex legislation, policies, regulations, and technical information. Ability to listen actively and attentively, and obtain clarification as required. Ability to effectively manage multiple tasks and priorities. Ability to conduct effective audits of PGs at the department level. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to analyze and reconcile accounts. Ability to analyze and reconcile financial statements. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to effectively use MS Excel at an advanced level. Ability to exercise tact and discretion. Ability to review, analyze, and synthesize complex information into summaries and reports. Ability to effectively use Outlook, MS Word at an intermediate level. Ability to understand and apply policies, procedures, and instructions.

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Job Posting

Job ID: 13260 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level A **Business Title:** Support Analyst I
Department: UBC IT - Service Centre
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-27 **Available Openings:** 1

Job Summary

The Support Analyst I provides Tier 1 technical advice and support in use, configuration and selection of software, hardware and network systems and various end user devices.

May be required to work night shifts and or shift rotations, provide after regular business hours support as necessary as well as respond to pager and or cellular phone during regular business hours.

Organizational Status

The IT Service Centre is a Tier 1 support unit, handling all requests and incidents for user-related issues within UBC IT by providing advice, guidance and the rapid restoration of service.

This position reports to the IT Service Centre Team Leads on a project by project basis. May receive instruction from a more experienced Support Analyst II or Project Manager. Interacts directly with students, faculty and staff as well as other University technology professionals, UBC customers and end-users. Will be required to provide support outside of business hours in situations requiring an urgent response.

Work Performed

Specific Duties:

- Provides first level technical support to end-users customers of UBC IT by analyzing, troubleshooting, diagnosing and applying appropriate solutions to restore end-users and customer issues.
 - Offers assistance to customers end-users requesting UBC IT products and services including network access, authentication systems, software and operating systems, desktop service as defined by the UBC IT Service Catalogue.
 - Monitors networks and infrastructure systems and evaluate incidents, resolving or escalating where appropriate.
 - Ensures that IT Service Centre acceptance criteria are met for incoming new applications services upgrades.

Core Duties

- Provides advice on information technology improvements, services, policies and procedures.
- Designs basic record and report formats.
- Develops training materials and provides training for users in use and configuration of software, hardware, network systems



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and peripheral equipment

- Assists users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.
- Performs preventive maintenance tasks, troubleshoots and repairs on a variety of computer systems and peripheral equipment.
- Deploys new hardware, software, networking and security updates.
- Maintains an inventory of equipment, service contracts, warranty and maintenance agreements.
- Modifies and debugs existing software application modules using disciplined software development processes, quality standards and procedures.
- Prepares and maintains documentation in accordance with prescribed standards.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

The position reports to the Team Lead, IT Service Centre, UBC IT. Receives general supervision and is expected to demonstrate initiative and operate with minimum supervision within areas of commodity enterprise proficiency.

May receive general technical guidance and direction from more experienced Support Analysts II within areas of core campus enterprise based applications and systems.

Supervision Given

No supervision is given.

Consequence of Error/Judgement

The incumbent is expected to have an understanding of the provision of enterprise IT services to UBC customers and end users. Consequences of error could translate to prolonged downtimes of mission critical applications at the individual, departmental or workgroup level.

Impact of decisions would affect the quality of service to customers and end users thereby possibly incurring additional operating costs, violating legal and other regulatory requirements, and or negatively impacting UBC's reputation.

Qualifications

Undergraduate degree in a relevant discipline. ITIL certification (minimum basic level) is an asset.

A minimum of one year of experience working with enterprise level networks, desktop software operating systems, email and other end user technologies. Minimum of one year experience or the equivalent combination of education and experience.

Collaboration - Actively solicits ideas and opinions from others to efficiently and effectively accomplish specific objectives targeted at defined business outcomes. Openly encourages other team members to voice their ideas and concerns. Shows respect for differences and diversity, and disagrees without personalizing issues. Utilizes strengths of team members to achieve optimal performance.

Communication for Results - Conducts discussions with and writes memoranda to all levels of colleagues and peer groups in ways that support troubleshooting and problem solving. Seeks and shares relevant information, opinions, and judgments. Handles conflict empathetically. Explains the context of interrelated situations, asks probing questions, and solicits multiple sources of advice prior to taking action when appropriate.

Problem Solving - Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems.



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Determines the potential causes of the problem and devises testing methodologies for validation. Shows empathy and objectivity toward individuals involved in the issue. Analyzes multiple alternatives, risks, and benefits for a range of potential solutions. Recommends resource requirements and collaborates with impacted stakeholders.

Accountability - Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined standards.

Analytical Thinking - Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions.

Information Systems Knowledge - Resolves escalated problems of technical support. Identifies root causes. Sets up and integrates new and enhanced information systems. Identifies customer needs and determines the appropriate approach to apply and ensure resolution. Solicits the input of appropriate technical experts and managers as required.

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Job Posting

Job ID: 13443
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Systems Administrator
Department: Earth and Ocean Sciences
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2013-07-31 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-07-30 **Available Openings:** 1

Job Summary

The Geophysical Disaster Computational Fluid Dynamics Center (GDCFDC) within the Department of Earth, Ocean and Atmospheric Sciences makes daily operational numerical weather predictions (NWP) in support of industry, government agencies, and university researchers. Their focus is currently on weather for clean energy (wind and hydro power), transportation (shipping, highways, railroads, etc.), weather-related disasters (floods, avalanches, rain-triggered landslides, forest fires, air pollution episodes, etc.), and other projects.

As a member of the GDCFDC team, the systems analyst will be the chief computer system administrator for a suite of computers ranging from high-performance computational clusters, web servers, to desktop workstations. Also the systems analyst will provide computer user support for researchers in the GDCFDC team.

Organizational Status

Reports to the senior Research Associate in the GDCFDC, who in turn reports to the professor leading this research team.

Work Performed

Computer System Administration (roughly 50% of the job). Duties include:

- chief system administrator on the GDCFDC clusters.
- be on call for computer system issues.
- manage the queue of operational runs (and restarting jobs if needed).
- respond to power and air-conditioning outages by providing alternate cooling and or taking down and brining up our systems.
- provide hardware & software support to the GDCFDC desktop computers, & provide strategic guidance on future upgrades.
- design, help acquire, install, & run new computer clusters and servers.
- oversee service, maintenance and troubleshooting, and manage service contracts.
- purchase computing supplies and small parts.
- represent GDCFDC and the department at IT, space & network planning meetings.
- move GDCFDC clusters & servers to the new Univ. Data Center (UDC).
- help research & enable new technologies, such as GPUs and FPGAs for NWP research
- use apache web servers.



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Programming (30%):

- help develop new graphical display & file-conversion programs.
- maintain & upgrade GDCFDC forecast web pages.
- write scientific programs in support of GDCFDC work on pure and applied research grants, and service contracts.

Scientific Projects (10%):

- administer a database of weather observation and forecast data called EmWxNet , where this administration involves software, hardware, security, backup, and access issues. Also, enhance EmWxNet, including develop new data, verification & calibration capabilities. [this activity involves mostly database admin and programming].
- lead a forest-fire smoke project called BlueSky (daily operations, hardware and software maintenance and enhancement, user support, report writing). [system admin, tool usage, scripting].
- for existing NWP code called MM5, the systems analyst will be the primary operations modeler, and will modify add domains to satisfy varying client requirements. [tool usage].
- support daily operations for all current new NWP models & other models (weather, hydrologic, etc.) going to finer resolution, larger domains, & longer forecast duration. [tool usage].
- engage in new operational & forecast-improvements of weather and electric load for BC Hydro and other energy clients. [web, system admin].
- adapt to new projects & activities, such as ensemble calibration , data assimilation, analog ensembles [all skills].

User Support (10%):

- user support of the GDCFDC research team and training new team members on computer programming, web page writing, graphics creation, and running jobs on our computers.
- client support (responding to queries and requests and changes).
- write documentation.
- help write grant and contract proposals and progress final reports.
- give guest lectures on computing for scientists.
- support the research team as they work on new and unforeseen projects.
- interact scientifically with researchers via seminars & informal discussions on numerical weather prediction (NWP).

Supervision Received

The incumbent reports to the senior Research Associate. The Professor who leads the team assigns projects, activities, operational priorities, and identifies resource constraints. The incumbent works independently but coordinates with the Research Associate and the Professor as required by the activity.

Supervision Given

None planned, although the incumbent will help teach members of the GDCFDC on computing issues as needed to advance the research and operational projects.

Consequence of Error/Judgement

The incumbent will have root access to GDCFDC computer and network systems. The consequence of misuse to these systems can be absolute. The consequence of errors in routine system management can include widespread and prolonged loss of computer and web services. Incorrect design decisions can result in systems that are difficult to manage and subject to spontaneous failure. Incorrect system configuration can expose security vulnerabilities with similar consequences. Delays in response to system events could result in a loss of services to our clients that require daily operational reliability. Delays in responding to field support requests can have consequences for individuals responsible for critical GDCFDC operations. Incorrect backup and recovery management can increase the severity of any of these consequences.

Any of these effects could prevent the GDCFDC from meeting its research and operational-forecast obligations, and could reflect on its relationship with clients in the private and public sector.



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Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. University degree in a relevant discipline (computer science systems management). A minimum of two years of experience or education in Linux UNIX systems administration preferably in an academic or mid-size data-center environment. Experience with desktop support for Windows and Mac OSX is desirable. Experience in administration of MySQL (or related) database systems. Solid understand of shell-level scripting and scripting languages (at least one of PERL, Python, bash, or similar). Basic experience in C programming from conception to implementation. Experience in C++ or Fortran is also desirable. An understanding of issues associated with scientific programming is preferred. Basic experience with web technologies, interfaces, and design. Understanding of PHP, HTML, Javascript, Apache, and Tomcat are desirable. Excellent communication skills are required. The incumbent must be capable of explaining difficult concepts to laypersons, as well as listen intently to clients to determine needs. Reading and writing skills are essential and the incumbent must be dedicated to maintaining and creating documentation for systems, programs, and other scientific technologies for which he she is responsible.

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Job Posting

Job ID: 13537
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Web Application Developer
Department: Chemistry
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-15
Job End Date: 2013-08-14 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

Job Summary

To design, develop, implement, and manage web-based applications and databases such as Chemistry Lab Scheduling System (CLASS) and the Department of Chemistry's website. Major responsibilities include the development of strategic web-based application systems and databases to support academic and administrative operations in the Department of Chemistry. Responsible for project analysis, design, development, configuration, implementation, testing, training and documentation of new web-based applications and databases. Responsible for the ongoing administration, enhancement, maintenance, and management of existing web-based applications and databases and for ensuring the reliability and high availability of Chemistry's mission critical web-based application systems including monitoring, problem analysis and resolution. Responsible for the administration of Chemistry's website.

Organizational Status

Reports to the System Network Manager, receives work direction and general instructions as to methods and procedures from him or her. Works in collaboration with faculty and staff members on web-based applications and database projects. Acts as a resource person to faculty and staff on web-related topics

Interacts with all those regularly using CHEM departmental IT services and hardware (including but not limited to faculty, staff, undergraduate and graduate students, emeritus professors and associate members). Works closely with the departmental shops and service staff.

Work Performed

Duties include, but are not limited to:

1. Analyze, design, develop, configure, and implement customized web-based applications and databases utilizing technologies appropriate to the specific needs of the project while working collaboratively with faculty and staff members and other users in Chemistry.
2. Prepare functional specifications and build prototypes or proof of concepts for new web-based applications prior to actual development.
3. Perform data analysis, data modeling, and logical and physical database design for customized web-based applications and databases.
4. Perform system testing, including load testing, integration testing, and user acceptance testing prior to implementation of web-based applications and databases.
5. Develop conversion programs and procedures and develop scripts to provide automated import and export functions to facilitate



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system set-up, conversion, and ongoing use.

6. Prepare training plan and training materials, and provide training to faculty and staff on the proper use of web-based applications and databases.
7. Prepare technical and non-technical reference documentation for faculty, staff, and students on the proper use of web-based applications and databases.
8. Prepare programming coding documentation on all web-based applications and databases, Chemistry website and associates websites.
9. Design, develop, enhance, and maintain Chemistry's website and associated websites in collaboration with faculty and staff members.
10. Create web documents and forms as required and assist with questions on html coding, image manipulation, and other web-related technology issues
11. Investigate and remain current with industry technology trends that would potentially benefit web-based application and database development and implementation.
12. Test new ways to improve the usability and navigation of Chemistry's website and associated websites.
13. Provide advice to and consult with others as appropriate on complex system design issues and provide technical opinions on the viability or suitability of techniques and methodology to meet project objectives.
14. Work collaboratively with other members of Chemistry IT Team to administer user accounts to securely control access to web-based application systems.
15. Provide backup assistance in the monitoring of departmental servers and in the administration of departmental network infrastructure in the absence of the System Network Manager.
16. Perform other related duties as required.

Supervision Received

Works under the general direction of the System Network Manager with minimum supervision. Receives defined assignments but is expected to show initiative and independence in completing projects and meeting goals and objectives. Works both independently and in a team environment on identified projects and tasks. Work is subject to review by System Network Manager.

This position reports to the System Network Manager for all commonly occurring human resources issues (resource allocation, task monitoring, vacation planning, leaves of absence, time keeping, etc.).

Technical guidance as to methods and procedures to be used comes from System Network Manager.

Supervision Given

Normally none, but may supervise contractors or students or support staff and other employees who work on a project or assignment on a temporary or intermittent basis.

Consequence of Error/Judgement

Work will be monitored and coordinated by System Network Manager. Decisions and actions taken by the Application Developer will have a direct impact on how efficiently and effectively the web-based application systems will perform and function. Errors in judgment, poor development, or failure to act decisively could have a detrimental effect on these web-based application systems and severely interfere with the smooth operations of the department. Systems that are not customer-centered or easy to use will lead to user dissatisfaction and frustration. Errors could result in serious damage to web-based application systems, loss of research and teaching time, as well as financial loss to departmental operating accounts and research grants and or unauthorized access to confidential information.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Degree in Computer Science or an IT-related discipline. Experience in an IT environment developing web-based applications systems and databases and websites. Demonstrated ongoing career development through active and self-motivated



professional development. Experience designing, developing, and implementing small to medium scale application development projects. Broad experience with multiple programming languages and technologies. Familiarity with all of the following current platforms, tools and environments which are likely to be used on a daily basis: HTML, Drupal, Wordpress, JQuery Library, PHP, MySQL, CSS, Shell Scripting (BASH, CSH, batch, etc.) Java, Flash, Python, Perl, XML, Apache, Windows, Linux, XML, Subversion and Git. Practical familiarity with network protocols and services, such as DNS, NIS, NFS, LDAP, DHCP, HTTP, in the development and operation of a distributed computer and network infrastructure. Practical familiarity with some of the following current development tools and environments which are used on an infrequent basis: AJAX, JavaScript, Active Directory, OSX, ODBC, MediaWiki, SSL, etc. Knowledge of past and current browser standards and cross platform compatibility.

Ability to prioritize and work effectively under pressure to meet deadlines. Ability to multi-task. Strong analytical and problem solving skills. Effective oral and written communication skills, organizational and planning skills, interpersonal skills. Ability to work effectively and diplomatically with a wide range of individuals at all organizational levels. Ability to work independently and in a team environment. Ability to work on several projects at once and to change priorities quickly as needed. Ability to learn new skills quickly and to adapt to changing situations.

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Job Posting

Job ID: 13491
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Project Manager, UBC Early Alert
Department: Student Development & Services
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23
Job End Date: 2013-03-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-23 **Available Openings:** 1

Job Summary

The Project Manager of UBC's Early Alert program plans, manages, and coordinates the successful campus-wide rollout and adoption of the Early Alert technology and the overall program. This includes establishing measurements of success, tracking and evaluation systems, developing project plans, coordinating the activities of the project team, identifying appropriate resources needed, and developing schedules to ensure timely completion of the project. A key member of the Early Alert project team, this position provides project management to ensure successful completion of the project on time, within budget and to achieve adoption outcomes.

Organizational Status

The Project Manager reports to the Early Alert Business Lead. The incumbent works closely with all members of the Early Alert project team including trainers, communications and change-management specialists, IT project managers and business analysts and other Student Affairs professionals at the University. They also liaise and interact with Associate Deans, Department Heads, faculty and staff in a range of UBC Faculties and departments to coordinate and manage the rollout of Early Alert within their areas.

Work Performed

Specific to Early Alert project:

- Works in partnership with the Business Lead, IT Project Managers and EA project team to plan and manage the approach, criteria, and targets for evaluating program success. This will include quantitative and qualitative measures for adoption of the technology and overall program as well as success within each faculty, department and group
- Develop overall project plan to determine resource requirements, sequencing and timing for all activities related to the project and technology rollout
- Develop detailed plan and schedule for each Faculty Group's rollout to Faculty Members, Instructors, and Teaching Assistants
- Set up and utilize tools, systems and reporting structures for tracking, evaluating, and reviewing the level and quality of adoption within each Faculty and group. Also
- Assesses the degree to which the Early Alert technology is meeting operational needs and works with IT project managers and analysts to implement and communicate any necessary changes.
- Coordinate activities of the project team related to the project roll-out including communications, stakeholder engagement, training, evaluation and reporting



- Liaise with SITP Change Management Specialist to ensure communication and stakeholder engagement activities are coordinated across campus stakeholders to identify synergies and avoid conflicts
- Conducts periodic status reporting throughout the project to assess progress in relation to goals, timelines and budgets.

Core Project Management duties:

- Overall responsibility for ensuring that project management processes for controlling scope, schedule, budget, risk, quality, and resources are followed
- Gathers and defines project requirements, develops project charters, project plans, schedules, and identifies staffing and resource requirements.
- Follows project management methods, procedures and quality objectives, and tracks metrics for assessing adoption.
- Monitors task completion and overall review of project efforts. Identifies roadblocks which may inhibit project success, works with the team to identify solutions.
- Assesses variances from the project plans, budgets and schedules.
- Identifies, quantifies and communicates outstanding issues, project risks and discrepancies and submits recommendations to resolve issues and mitigate risks.
- Maintains ongoing contact with the Business Lead and updates on the status of work being done by the project team.
- Identifies and recommends potential improvements in current methodologies.
- Develops and maintains a productive working relationship with project sponsors and key stakeholders.
- Performs other related duties as required.

Supervision Received

Reporting to the Early Alert project lead, the incumbent will receive coaching, mentorship and performance development to achieve specific goals and objectives. Works both independently and within a team environment. Under minimal supervision, the incumbent has the authority to exercise judgment and make important decisions and on matters of varying complexity in accordance with sound project management principles.

Supervision Given

None.

Consequence of Error/Judgement

Work performed by the project manager is critical to the University and its ability to fully implement the Early Alert program. The project manager is an empowered role within the Early Alert project team. Errors in judgment, poor planning and coordination and or inconsistency in managing or tracking program success could have significant negative consequences for the Early Alert program as well as Faculty and Students who are impacted. These negative consequences could damage the relationship between the University and its Faculty and Students. The reputation of the University and or of its Faculties among community stakeholders could be adversely affected.

Qualifications

Undergraduate degree in a relevant discipline. . A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. In-depth knowledge of applications and the business requirements supporting them. Minimum of five years of related experience or the equivalent combination of education and experience. Experience in project management and sound and current knowledge of best practices in project management. Experience managing mid-large scale projects within a large and complex organization and leading projects involving technology solutions and measuring quality and quantity of user adoption. Experience coordinating activities and resources to achieve program goals and results. Experience required in an education centered environment preferred. Ability to effectively manage all aspects project planning and completion cycle.



A skilled and experienced project planner who can effectively and accurately estimate timing, sequencing and resources for project completion.

Ability to use appropriate project management tools and software to plan and track ongoing progress and results. Demonstrated accuracy and attention to detail. Strong written communication and report writing skills. Ability to clearly and persuasively communicate project goals, results, barriers and recommendations.. A skilled communicator who is known for creating strong collaborative relationships with co-workers and colleagues beyond their department or unit. Excellent problem solving skills: Proactively solicits input in gathering data and information that help identify and differentiate the symptoms and root causes of defined problems. Suggests alternative approaches that meet the needs of the organization, the situation and the individuals involved. Strong analytical thinking skills: Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions. Enthusiasm and capacity for working collaboratively within a complex organization with non-traditional governance models.

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Job Posting

Job ID: 13312
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Editorial & Production Serv
Classification Title: Editorial&Prod.Serv , Level A **Business Title:** Textbook Editor
Department: Pacific Educational Press
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-06
Job End Date: 2013-08-05 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2012-07-25 **Available Openings:** 1

Job Summary

This position plays a key role as a textbook editor for the educational book publishing projects of Pacific Educational Press.

Organizational Status

The Textbook Editor will report to Manager of Editorial & Production Services and will collaborate with other members of the editorial and production team. The Textbook Editor will work closely with outside authors and writers and content and pedagogical experts, will have contact with outside suppliers of editorial services and images (guided by Manager of Editorial & Production Services), but will have little contact with other UBC departments.

Work Performed

The Textbook Editor will:

- be responsible for the editorial development of textbooks and supplemental educational resources in both print and interactive digital formats, ensuring that they meet house editorial standards and client needs; will complete editorial development to the copyediting stage.
- assist in planning instructional materials, including textbooks, workbooks, test banks, and other core and supplementary resources, working within a publishing team environment.
- analyze curriculum documents and ensure that materials are edited so that they adhere to specified outcomes and pedagogical standards outlined in these documents.
- work with authors to develop book and chapter outlines; analyze the structure of draft materials; assess the level of editorial intervention required; work with authors on revisions.
- significantly revise, restructure, or rewrite material to meet established book templates, instructional designs, and or curriculum, as needed.
- research and write content as needed.
- edit content to ensure accuracy, age-level appropriateness, and to adhere to reading level standards specified for a project.
- locate subject matter and pedagogical experts and arrange for review of draft materials.
- incorporate comments received from outside content and pedagogical experts into the editorial development process.
- develop and maintain style guides for textbook projects.
- locate and oversee suppliers of supplemental editorial services, such as copyeditors, proofreaders, and indexers.
- review the editorial plans and editorial work of internal and external editors for quality and consistency.



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- map textbook content to curriculum outcomes in scope and sequence documents.
- contribute to the development of book proposals submitted to ministries of education and other clients.
- edit professional resources for practicing classroom teachers as required.
- do photographic and image research, as needed.
- work closely with design, production, and marketing staff to ensure that publishing schedules and marketing goals are met.
- perform other relevant duties as required.
- position will require travel to editorial meetings, including out-of-province meetings.

Supervision Received

The Textbook Editor will be supervised by Manager of Editorial & Production Services.

Supervision Given

May assign work to editorial assistants, under the overall guidance of Manager of Editorial & Production Services.

Consequence of Error/Judgement

The textbook editing process is a critical component of manuscript development. Therefore, errors of judgment regarding the content or structure of a manuscript may result in an inferior publication that does not fulfill its educational mandate. In addition, failure to meet contracted deadlines could place the press in breach of contract and result in contract cancellation or fiscal sanctions being applied. Untactful interactions with authors could result in author dissatisfaction and withdrawal from book projects. Flawed work could have financial repercussions for the press resulting in lost revenue.

Qualifications

Two year diploma in Journalism or Publishing. University degree preferred, plus supplementary training in publishing and editing procedures. Minimum of two years experience or the equivalent combination of education and experience. Experience editing full-length book manuscripts in an educational book publishing environment; experience in textbook development. Teaching credentials and or experience would be an asset. Excellent written and oral communications skills and strong organizational skills are basic requirements of this job.

Must be able to work collaboratively as a team member in a busy editorial and production team.

Must be able to adhere to tight deadlines, set priorities, and be able to work on multiple projects at a time, as required.

Computer skills required: on the Macintosh platform, familiarity with MS Office and Adobe Creative Suite; internet research skills; familiarity with image-scanning; ability to edit both on hard copy and within electronic files; familiarity with e-book and interactive digital formats would be an asset.

Familiarity with high-school curricula in, but not restricted to, social studies, aboriginal education, science, mathematics, environmental science, and family studies is required.

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Job Posting

Job ID: 13512
Location: Other
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Director of Conferences
Department: Cont. Professional Development
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-24 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

The University of British Columbia, Division of Continuing Professional Development (UBC CPD) strives to meet the continuing education and professional learning of practicing physicians in BC and beyond. The Director of Conference Services is a key member of the UBC CPD Education, leadership, and innovation team. UBC CPD is a dynamic fast paced continuing education division with over 20 full-time staff who make up the team. As such the incumbent contributes their creativity, project management and relationship building skills as well as their operational expertise to growing the capacity of the Division to meet the CPD needs of all BC physicians and other health care professionals. The incumbent works under the direction of the UBC CPD Executive Director and is supported by UBC CPD Assistant Dean. The individual works in close alliance with other UBC CPD project managers, physician associates and with the Managers of Finance-Administration and Conferences Services. The Director, Conference Services for UBC Continuing Professional Development (UBC CPD) provides the leadership for the planning, coordination, administration, and provision of educational services to over 30 annual conferences and events for physicians and other health care professionals each with 25 to 900 delegates, held at sites throughout BC and across Canada. Additionally, this individual oversees the operations for over 60 community-based workshops offered in BC on an annual basis. Accountable for multiple venue accommodation contracts, manages a large conference operation staff, and maintains financial management of large annual budgets.

The emphasis is on providing an exemplary level of educational delivery and financial management services to a predetermined and continuous client base who are Departments within the UBC Faculty of Medicine and other key provincial and national stakeholder groups with the primary objectives of delivering conference and educational services on budget and on time, and of retaining these clients on a permanent basis through excellent networking and relationship building.

Organizational Status

Reports to the Executive Director of the Division of UBC CPD. Acts as a member of the senior management team to communicate information, resolve challenges and establish leadership direction. Works closely, collegially and collaboratively with the Finance and Administration Coordinator. Interacts regularly with various UBC Medical departments on campus, provincial and national stakeholders, administrators off campus and hospital department heads, conference chairs and planning committees, external contract services providers, hotels and conference participants. Assigns and supervises conference and operational support staff (Mangers and Associates) and event assistants and other staff members while taking part in the event management as a team player.



Work Performed

Operational

- Leads and manages the full scope of operational conference staff (conducts performance evaluations, hiring and terminating, manages training manual, ongoing management) for six (6) full time staff and their subordinates
- Designs and implements conference management global work plan to optimize efficiency of staff group
- Establishes guidelines and procedures for the production of CME CPD conference and community based events
- Creates and manages conference unit operational budget and creates annual forecasts
- Builds networks and positive relationships with key stakeholders and project partners
- Encourages and incorporates interprofessional education, including nurses, and other health care practitioners and providers
- Identifies areas for new educational programs within the mandate of UBC CPD, for projects impacting on BC practitioners
- Designs and ensures marketing of UBC CPD programs and projects is appropriately tailored to BC physicians
- Leads development of marketing messages and copy for print and electronic media
- Engages and maintains a variety of internal and external working relationships with key stakeholders and project partners in the continuing medical education context, collaborating on regional and provincial educational initiatives (e.g. planning committees and other physician organization groups)
- Understands the vision and mission of UBC CPD and the operations they lead
- Prepares annual report on conference business including actual and project revenues, actual and projected participant levels etc.
- Operates in a cost recovery environment
- Creates and fosters University, supplier, and hotel food industry relations
- Maintains positive relationships with industry sponsoring companies and their representatives
- Participates in UBC CPD leadership group meetings to discuss overall division mandates and visions and on-going strategic directions
- Independently develops and oversees conference overall service standards, policies and procedures and ensures that all conferences are delivered to standard and that conference staff are up to date on current trends in meeting organization and delivery
- Maintains ongoing strategy to obtain new conferences and partnerships
- Creates conference sales and marketing portfolio to foster physician engagement
- Develops professional conference management proposals to new prospective partners based on the organizational mission and vision
- Sets per event management and registration fees
- Seeks conference partnerships and negotiates contracts and working relationships, operating largely in an independent autonomous manner
- Monitors average income per event and adjusts conference fees accordingly
- Develops and negotiates "Memorandum of Agreements" per event with organizations and Department Heads and ensures each event has a signed contract on file
- Conducts office wide annual needs assessment for leadership committee review to enhance office experience and environment
- Approves all digital and printed publications keeping in mind the organizational mandate and engagement of the target audience (physicians and other health care professionals)
- Develops and approves of new marketing strategies for all UBC CPD events

Project Direction

- Expert time management and ability to re-prioritize and maintain time sensitive deadlines
- Accountable for developing all individual conference budgets generating revenues annually
- Develops budget standards and creates professional financial statements
- Operates in a fast paced environment with multiple project timeline overlap
- Efficiently negotiates all venue hotel contracts keeping in mind financial responsibility and the needs of the learner.
- Accountable for contracts with extremely high financial risk
- Monitors annual pace of multiple hotel room blocks attrition and oversees strategies to maximize room sales and contract commitments



- Develops full scope of all local, international and national project management and conference timelines including: complex marketing plans, sponsorship funding strategies, grant applications and event budgets and forecasts
- Keeps up to date on audience price sensitivity, conference and educational trends, and unique marketing techniques
- Conducts conference planning meetings and assists in course development.
- Provides information and advice to clients concerning meeting planning and discusses their educational effectiveness and learning objectives in detail
- Evaluates client needs, determines client's resource requirements, provides resource information and recommends plans, suppliers of services, facilities and equipment (e.g. decorators, exhibit service contractors, audio-visual, catering, translation services, customs brokers, transportation, restaurants etc.)
- Plans and manages goods, services, social activities, tours, special events, accommodations, travel arrangements, and program support (e.g. equipment and services)
- Is responsible for event liability by implementing all cost and risk saving measures permitted in each specific space provision agreement and by adopting specific marketing and or cost saving strategies
- Assigns conferences to conference associates and oversees completion of all required tasks
- Meets with each staff on a regular basis to oversee progress and ensure that targets are being met
- Responds to concerns raised by clients, course coordinators and suppliers
- Leads all conference brochure printing (approx 20 brochures are mailed each year to over 10,000 addresses)
- Monitors annual mailing timelines, 'in mailbox' delivery dates
- Develops standardized mailing strategies and ongoing mailing list maintenance to ensure quality and efficiency
- Completes all conference financial statements and calculates return on investment

Supervision Received

Works within a broad mandate to achieve divisional goals and objectives. Works largely independently, with minimal direction and a significant amount of independence, in accordance with procedures and generally accepted standards. Has authority to make operational and strategic decisions. Keeps the Executive Director of UBC CPD informed of activities through regular communication and consultation. Informs Executive Director of UBC CPD of all major problems. Works autonomously within the scope of approved plans, budgets and Department policies. Independently develops, amends or implements operational practices and procedures. Consults the UBC CPD Executive Director for advice on major complex problems.

Supervision Given

Provides the full scope of supervisory responsibilities to the Conference and Registration Coordinator (1) the (3) conference associates and to (2) conference secretaries in addition to three part-time student event assistants. Recruits, trains, evaluates, supervises and disciplines staff up to and including point of termination if necessary.

Consequence of Error/Judgement

Communication of inaccurate information advice or failure to deliver services as agreed or poor performance may result in litigation with financial and legal consequences for the Division of UBC CPD, ultimately jeopardizing the reputation of the Division and impairing the ability to secure future business.

Errors can also adversely affect the success and credibility of an event, potentially resulting in lower enrolment, financial hardship and other negative consequences. Inappropriate behaviour or lack of interpersonal acumen may hurt relationships with clients, suppliers, or industry partners.

Problem solving requires excellent interpersonal, communication, organization, supervisory, and conflict resolution skills. Ineffective relationships and communication with clients or campus service administration departments; ineffective procedures and systems; poor staff performance; or an inability to resolve conflict and develop solutions to problems would all result in poor service and jeopardize current and future sales. Lack of knowledge of industry trends can impair the overall competitiveness of the unit. A successful and cohesive service team is necessary to ensure continued profitability and educational quality.

Qualifications



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Master's degree in Education. . Minimum of six years experience or the equivalent combination of education and experience. Effective prioritization, time management, and customer service skills are also necessary Ability to exercise tact and discretion. Ability to work effectively under pressure with a high level of attention to detail and to meet deadlines Ability to think strategically and demonstrate management skills Ability to manage projects and staff effectively Ability to develop and implement strategic business plans Effective supervisory, management, organizational, and time efficiency skills High level of proficiency in MS Word, Excel, PowerPoint as well as e-mail and Internet required Ability to build relationships and work collaboratively with project leadership and partners as well as all others involved in the delivery of educational initiatives Ability to work effectively independently and in a team environment. Ability to develop and maintain cooperative and productive working relationships.

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Job Posting

Job ID: 13518
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level A **Business Title:** Web Developer
Department: External Prog & Learning Tech
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13
Job End Date: 2013-02-12 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-29 **Available Openings:** 1

Job Summary

This position will be responsible for redesigning and improving unit's website in a time-bound and effective manner to enhance unit's online presence. The incumbent will develop web-based solutions to communicate effectively and address the needs of prospective as well as current students, faculty, staff, alumni and external stakeholders (donors, media, community and others).

Organizational Status

Reports to the Marketing Manager, the selected candidate will work closely with the Directors in the unit, Faculty and Staff members, Sessional instructors, external clients, development teams and other departments and agencies on and off the UBC campus.

Work Performed

- Website management : Redesign and subsequent redevelopment of two major websites (www.eplt.ubc.ca, www.met.ubc.ca), in WordPress.
- Works creatively with staff of this unit and other units to create unique opportunities for enhanced functionalities of above two websites.
- Provide input, advice and reorganizes content to increase visual appeal, streamline content, and significantly improve website navigation.
- Incorporate UBC's and the Faculty of Education's Common Look and Feel (CLF) and branding guidelines into the re-development.
- Summarized and incorporates input from multiple stake-holders into the site architecture, effectively balancing ease of navigation and content clarity.
- Collaborates with University communication and technology professionals to address issues.
- Incorporate networking and community-building tools into the site, as well as highlighting particular achievements, events and profiles, etc.
- Integrate existing Drupal shopping cart and registration portal into WordPress sites.
- Examines best practices at comparable institutions and presents ideas to groups for discussion.
- Develops web-documents and project-documents related to future maintenance and training.

Supervision Received

Makes decisions regarding website content. Receives general instructions during orientation and on new projects or changes in



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procedures. The work is done independently, although the general product will be subject to review prior to going live.

Supervision Given

May manage and co-ordinate the work of staff if required.

Consequence of Error/Judgement

Errors in judgment may result in the inefficient use of resources, and may damage the image and reputation of the University, and External Programs and Learning Technologies. As an outreach unit in the Faculty of Education, the consequence of staff error could negatively impact the reputation of the Faculty for quality and reliability and affect the enrollment of students. Difficulties in exercise of judgment, due-diligence and communication will be detrimental to the EPLT unit.

Qualifications

Undergraduate degree in a relevant discipline. A degree in Computer Sciences, Educational Technology or related field is preferred. Minimum of four years experience or the equivalent combination of education and experience. Extensive web-design experience and experience working with graphics, images, and video highly desirable. Professional experience with current social networking and community trends required. Knowledge of the university working environment and experience in the marketing and development of educational programs will be considered assets. Excellent detail skills are required, including the ability to edit complex text material accurately. Strong academic and writing skills are required. Editorial experience or skills will be an asset. Excellent interpersonal and communication skills in dealing tactfully with public and staff are essential. Capacity for innovation and idea generation. An understanding of academic culture and the nature of adult learning. A balance of creative, technical, analytical and social interpersonal skills will be an asset. Ability to work well with others, demonstrated effective intercultural communication skills, and the ability to deal professionally and diplomatically with faculty, staff, students and the general public. Ability to adjust to change and work well under pressure in team environments.

Required skills:

- Proficiency with WordPress
- Exposure to Drupal
- Some familiarity with UBC Blogs environment
- Knowledge of UBC Wiki is an asset
- Ability to present ideas to groups for discussion and advising prior to implementation
- Creative
- Ability to work independantly, foster a team environment and meet deadlines
- Comfortable communicating via online video chat

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Job Posting

Job ID: 13522
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Marketing & Sales
Classification Title: Marketing & Sales, Level B **Business Title:** Manager, Advertising and Promotion
Department: UBC Press
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-20 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

Job Summary

Works under the supervision of the Marketing Manager to plan and manage the Press's print and electronic promotional and media materials. Assists with implementing website promotional campaigns.

Organizational Status

Reports directly to the Marketing Manager, UBC Press.

Work Performed

- Manages the production, design, and distribution of the trade and scholarly biannual UBC Press marketing catalogues (in print and digital forms). Includes developing and implementing the full production schedule, consulting with agency publishers, and working closely with UBC Press's internal departments and external vendors.
- Manages the production, design, and distribution of UBC Press marketing subject catalogues (in print and digital forms) on an annual rolling schedule. Includes developing and implementing the full production schedule, consulting with agency publishers, and working closely with UBC Press's internal departments and external vendors.
- Develops and manages advertising and promotional materials as well as arranges for materials distribution. This may include any or all of: budgeting and cost analysis and control; copy writing; design; negotiating contracts with freelancers as required; purchasing of related printing services; negotiating contracts for space advertisements; purchase of mailing lists and mailing services. Conducts quarterly budget reviews with the Marketing Manager.
- Develops display advertising and other promotional materials (posters, flyers, website banners, direct mail pieces, book marks, etc.) in consultation with marketing colleagues. This includes art selection, graphic design, and negotiating contracts for space advertisements. Consults with other departments as needed.
- Designs an advertising budget for each UBC Press publishing season. This may include analysing and forecasting sales potential for the seasonal titles and preparing an advertising budget that promotes the titles appropriately but stays within the guidelines of the full marketing budget.



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- Develops the overall visual identity for UBC Press in terms of a consistent branding design for all marketing promotional materials in consultation with all department heads. It is expected that aspects of UBC Press's visual identity will need to change and be updated from time to time.
- Ensures accurate data exchange between the press-wide data management system and catalogue templates, including XML data import. Updates the catalogue templates as required.
- Keeps up-to-date with technological trends and opportunities that help streamline and or broaden the reach of UBC Press's marketing materials, for example the conversion to a digital-only catalogue.
- Works with outside vendors, including printers, list providers, and mail houses.
- Maintains the accuracy of the marketing catalogues and promotional material mailing lists.
- Works under the guidance of the Marketing Manager to prepare presentation of the UBC Press website. Oversees any design and platform changes necessary for the website. While this does not include responsibility for the content of the site, working closely with the web content coordinator is expected.
- Identifies marketing opportunities for new publications.
- Participates in cross-departmental meetings and planning sessions. Assists with preparation of the biannual sales conference with Canadian commissioned sales agents. May include presenting new titles to the sales reps.
- Works on special projects as required.

Supervision Received

Operates under and reports to the Marketing Manager.

Supervision Given

None.

Consequence of Error/Judgement

Given the significance of the Press's promotional materials to the success of its marketing strategies, clarity and excellence in design, in addition to the timely delivery of promotional materials, is critical to the Press's ongoing growth and its reputation as a scholarly publisher. An inadequate process planning, resulting in poor design, missing materials, and late distribution, related to any of the above materials may mean a significant loss of revenue and a challenge to the reputation to the Press and by extension the University. Hence, the consequences of error are significant.

The incumbent has responsibility for the budget related to the production of advertising and promotional materials. Since the bulk of the Press's income is derived from sales revenue, and marketing activities comprise, collectively, the largest percentage of expenditures, the consequences of error are critical.

Qualifications

Undergraduate degree in a relevant discipline. University degree or equivalent. Minimum of three years of related marketing materials design and production experience, preferably in a publishing environment. Minimum of three years experience or the equivalent combination of education and experience. The successful candidate will have proven design ability, an excellent knowledge of Adobe Creative Suite, experience with XML applications, and demonstrated ability with project coordination, budgeting, production planning, and websites. In addition, this position requires strong interpersonal and communication skills,



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an attention to detail, and excellent time-management planning. Should have extensive computer skills and a strong background in seeking out, and working with, new technologies. Must be able to travel overnight and work occasional weekends.

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Job Posting

Job ID: 13389
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Marketing & Sales
Classification Title: Marketing & Sales, Level C **Business Title:** Marketing and Communications Manager
Department: UBCO - University Relations
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-03 **Available Openings:** 1

Job Summary

The Marketing and Communications Manager has a key role in University Relations responsible for strategic planning and coordination of marketing initiatives to advance the profile of the UBC's Okanagan campus locally, nationally & internationally. The manager is also responsible for planning and implementation of the communications needs of a variety of administrative units. Combined, these activities enhance the image and reputation of the University, and reflect the mandate and strategic goals of the institution. This position is responsible for the development and delivery of integrated strategic planning, marketing and communication initiatives, and serves as a key communications advisor for senior executive and other constituents.

Organizational Status

This position reports to the Director, University Relations. The Marketing and Communications Manager works as part of the University Relations team and interacts with Senior Executive, Deans and other key stakeholders across the university.

Work Performed

1. Sets marketing and communications strategy by:
 - . Working with senior executives to develop a long-range vision and agenda for strategic marketing of UBC Okanagan to raise the profile of the campus in British Columbia, across Canada, and internationally.
 - . Developing and implementing comprehensive strategic marketing plans in keeping with the long range vision.
 - . Developing and managing budgets and strategic partnerships to support national and international marketing initiatives.
 - . Evaluating marketing opportunities, publishing requirements and providing oversight on media and formatting.
 - . Developing campus-specific communication policies and procedures.

2. Oversees and Integrates editorial content and delivery by:
 - . Implementing a comprehensive editorial policy across print publications and websites, consistent with UBC's overall strategic communications goals.
 - . Managing strategic communications projects, including publications and websites.
 - . Managing projects and coordinating workflow of content providers, editors, designers, and external service providers.
 - . Working with individual units to clarify subject material and design objectives, and to determine project timelines and budgets, developing contingency plans to keep projects on track.
 - . Providing guidance to clients on best practices in communications.



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- . Researching, writing and editing reports, articles and press releases.
 - . Creating effective, brand-compliant advertising and promotional campaigns for specific programs and special events
3. Participates in other communication services by:
- . Implementing focus groups, surveys, and other methods of market assessment.
 - . Staying current with post-secondary sector marketing and communications trends and making recommendations.
 - . Researching promotional improvements and identifying opportunities.
 - . Participating on University committees, as appropriate.
 - . Managing allocated budgets.
 - . Performing other related duties as required.

Supervision Received

This position reports to the Director, University Relations.

Supervision Given

This position provides indirect oversight to design and strategic communications staff in University Relations. As the marketing agenda for the campus grows, the incumbent will be expected to supervise an expanded team.

Consequence of Error/Judgement

This position must exercise tact and diplomacy. The incumbent must lead strategic marketing planning processes and effectively deliver on those plans. Public perception of UBC and the Okanagan campus is tied to the success and efficacy of publicity and marketing initiatives managed by this position. The consequence of errors in judgement can have very serious impact on the public image and reputation of UBC's Okanagan campus on a provincial, national and international level. Recruitment goals and financial viability may be adversely affected by reduced visibility and reputation if marketing and communication are not managed effectively.

Qualifications

Undergraduate degree in a relevant discipline (marketing and advertising, corporate communications, journalism). Minimum six years of marketing experience (requiring a high level of creativity, strategic thinking, excellent knowledge of English spelling, grammar, and punctuation), or an equivalent combination of education and experience in the communications or marketing fields. Experience in strategic communications marketing management, consulting, writing, developing policies and procedures and publishing in high-volume production environment, preferably with both print and web deliverables. Strong, proven social media experience an asset. Experience with Adobe Creative Suite and Microsoft Office. Familiarity with project management software. Knowledge of HTML and HTML editing conversion tools. Familiarity with blogs, content-management systems, and wikis. Professional experience in a post-secondary institution or similar environment an asset. Ability to exercise diplomacy, tact, and discretion when working with confidential and sensitive information and in dealing with various levels within the university. Effective oral and written communication. Strong interpersonal, presentation, and public relations skills. Demonstrated leadership, teamwork and motivational skills. Demonstrated understanding of current marketing and communications best practices. Capacity for creativity and research; ability to exercise initiative, resourcefulness, and judgment. Accuracy and attention to detail. Ability to work both independently and within team and to work effectively under pressure to meet deadlines. Ability to assess own performance and report on project status. Strong social media skills. Excellent strategic and integrative thinking skills. Strong project management and problem solving skills.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively



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with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13531
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A **Business Title:** HR Associate - Building Operations
Department: Human Resources
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-30
Job End Date: 2013-10-15 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-07-26 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

The Human Resources Associate provides advice and recommendations on a wide range of human resources management issues for the Building Operations and Infrastructure Development portfolios. Manages the classification and recruitment processes overseeing the electronic recruiting system (E-Recruit Program). Provides general advice in regards to interpretation of the collective agreements and other agreements and handbooks governing conditions of employment. Responds to enquiries from client departments, union representatives and employees. Assists HR Advisor in performance management issues and or review of organizational structures.

Organizational Status

Reports to the Senior HR Manager, Finance, Resources and Operations. Assists Human Resources Advisor. Partners with client department. Works collaboratively with Administrative Assistant in Building Operations and with Human Resources Associates in Human Resources.

Work Performed

Reviews and evaluates job descriptions with department managers and recommends classification levels ensuring equity among positions in the Department of Building Operations and Infrastructure Development. Consults with Compensation Associates Consultants in Human Resources where appropriate.

Provides advice and assistance to management in recruiting matters: reviews relevant recruitment provisions and processes (depending on employment group) ensuring processes are objective and inclusive; confirms core competencies; assists in the development of interview questions; schedules and participates in interviews; evaluates candidates against identified core competencies; makes selection recommendations; conducts reference checks; issues letters of regret, makes offers of employment and verifies qualifications. Creates and maintains an ongoing reserve of candidates. Works with managers to create ensure career paths for current staff.

Advises and coaches client departments with regard to posting deadlines, Staff Finder's requirements and the recall internal external recruitment processes.

Manages all aspects of the on-boarding process for new employees in the department of Building Operations and Infrastructure Development.



Oversees electronic recruiting system (E-Recruit Program) by supporting clients with group or individualized training. Provides ongoing feedback to technical support. Participates in the development of on-line web support training manual.

Provides information and general advice to client departments regarding the interpretation of collective agreements and other agreements and handbooks governing conditions of employment. Refers matters which are more than moderately complex to Human Resources Advisor.

Provides information and general advice on University policies, procedures and practices, to client department.

Drafts termination letters for review. Identifies and refers more complex issues to Human Resources Advisor.

Assists Human Resources Advisor with research for grievances and may participate in grievance meetings with the Union.

Reviews and authorizes staff and student appointments, extension, transfers, etc.

Provides information and general advice to client departments, regarding legislation affecting the work place (e.g. Employment Standards, Human Rights Code, and Freedom of Information).

Advises and coaches client departments regarding performance management practices. Refers highly sensitive matters to Human Resources Advisor or Employee Relations Manager.

Assists departments with hiring foreign workers and facilitating application process for labour market opinions.

Participates in the development and the delivery of Human Resources training programs.

Attends regular Employee Council Meetings Administrator's Meetings and HR Manager Network Groups with Human Resources Advisor.

Participates in group discussion and assists Advisor in the delivery of information and training to client departments.

Attends weekly team meetings and participates in project work.

May serve on various University committees as a representative of Human Resources.

Performs other duties as required.

Supervision Received

Works under the general supervision of the Senior HR Manager, (FRO), and in accordance with established principles and methods. Works closely with and takes direction from the Human Resources Advisor and Employee Relations Managers.

Supervision Given

Monitors the work of the Administrative Assistant, as required.

Consequence of Error/Judgement

Inappropriate advice or inaccurate information provided to client may result in the filing of grievances, arbitration processes, or the initiation of litigation. Any of these outcomes may have significant financial consequences for client departments, may have a negative impact on the University's relationship with unions and associations and or may contribute to an unfavorable public image of the University. Failure to deliver services to departments in a timely manner may result in a disruption of client department operations.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two to three years of related experience or the equivalent combination of education and experience. Human resources experience preferably in a complex, unionized environment. Thorough knowledge of current Human Resources Management practices. Knowledge of provincial and federal legislation governing employers' Human Resources practices. Knowledge and experience with a coaching model to influence and advise client units. Working knowledge of the electronic recruiting system an asset. Ability to maintain accuracy and attention to detail. Effective oral and written communication skills. Proven ability to work in a team and collaborate with others. Ability to establish and maintain supportive working relationships with client departments, union and association representatives. Ability to exercise tact, discretion, and judgment required. Proven ability to be flexible, confident and self-motivated. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to travel on and off-site unit locations. Ability to effectively manage multiple tasks and priorities.



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Job Posting

Job ID: 13123 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level C **Business Title:** Organizational Development & Learning Consultant
Department: Human Resources
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-21 **Available Openings:** 1

Job Summary

The Organizational Development & Learning Consultant works in conjunction with members of the University community to orchestrate cultural change and organizational learning initiatives within the Vice President, Finance Resources and Operations portfolio (VP FRO). In partnership with the functional department's leadership, this role identifies learning needs, development plans, and change management initiatives in alignment with "Place and Promise", "Focus on People" and the Vice President Finance Resources and Operations' plan and unit level strategic and business plans. Implements organizational development & learning initiatives, both formal and informal; influences and supports change at individual and organizational levels with respect to capacity, readiness, resilience, engagement, analysis and evaluation of initiatives; provides coaching, consultation, advice and support in change management, organization effectiveness and performance improvement issues; manages the development, training and roll-out of performance management, succession planning, and staff recognition programs; provides consultation, advice in communications initiatives.

Organizational Status

As an internal consultant, works closely with the management teams within the VP FRO portfolio. Works independently on assigned projects. Operationally reports to the Senior Human Resources Manager, Finance Resources & Operations, and for professional practice reports to the Director, Organizational Development and Learning in Human Resources. Develops strategic partnerships and coordinates initiatives with the VP FRO portfolio and the Organizational Development and Learning Team in Human Resources for the purpose of aligning interests and developing synergies. Also works closely with other Human Resources staff in Building Operations and the HR Department.

Work Performed

1. Plans and organizes initiatives of ODL programs for the VP FRO portfolio within the overall context of the University strategic plans and the department strategic plans. This requires proactive involvement in strategic planning, goal setting, and change initiatives.
2. In consultation and collaboration with management teams, takes leadership for providing coaching advice to clients to build leadership capacity, improve change initiatives, and foster quality improvement. Identifies factors that could impact on successful implementation of change efforts. Conducts organizational reviews of teams as requested, providing recommendations and



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assisting teams in the implementation of changes.

3. Develops and manages the implementation of learning and development initiatives and practices to support cultural change, meet business goals and build unit and individual capacity. This includes overseeing the Building Operations' Apprenticeship Program, as well as the development of web-based and mixed-mode learning initiatives.

4. In consultation with managers and directors, takes leadership for helping clients to identify work processes, design new structures, and realign practices to meet strategic goals and objectives of the unit. Assists groups to assess root causes and identify performance gaps, implementing and or supporting implementation of appropriate initiatives, including facilitation, program design, materials development and performance analysis as required.

5. Conducts assessments, prepares reports and analyses, makes recommendations for change, initiates and evaluates learning opportunities. Develops methods to determine the value effectiveness of ODL programs. Designs and facilitates learning and planning sessions for departments within portfolio.

6. In consultation and collaboration with management teams, leads performance management, succession planning, staff recognition, and employee survey initiatives.

7. Develops methods to identify areas of performance improvement, and provides support to implement performance changes, e.g. identification of learning needs, course content design centered on learner's needs, workshop delivery methods, training evaluations, training support to internal trainers, etc within the context of current HR initiatives.

8. Identifies and develops relationships with key people re: training and organizational needs to support professional development for Management and Professional Staff. Works with managers to develop their coaching and analytical skills so they can contribute to the development of their staff. Acts as a consultant or facilitator as appropriate in the support of affecting cultural change.

9. Maintains strong working relationship with colleagues in HR Organizational Development & Learning to update knowledge and standards of professional practice with respect to instructional design and delivery, change management principles and practices, quality improvement, multi-media instructional technology, performance improvement, succession planning, staff recognition, and organizational learning theory and practice in order to identify areas for improvement and changes practice to assist client learning. Identifies and accesses tools for staff to develop learn independently.

10. Identifies the need for, and the sourcing, evaluating and making recommendations about third-party learning and development programs. Manages third-party contracts and evaluates initiatives delivered by contractors.

11. Takes leadership for a variety of specialized projects, anticipating and researching new trends and consulting with the Operational Effectiveness team in Building Operations and the Organizational Development & Learning team in Human Resources.

12. Performs selected administrative work related to above projects.

Supervision Received

Works under general direction and broad concepts and exercises independent judgment and initiative in addressing complex issues. Work is performed independently and collaboratively with other team members. Emphasis is given to communication and team work towards common goals. Keeps the Senior Manager, the Director, ODL, HR and other team members informed of actions through reports and discussions. Unusual items requiring policy decisions are brought to the Senior Manager and the Director's attention.

Supervision Given



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No immediate reports but assigns work, provides training to and coaches the Admin. Assistant 3.

Consequence of Error/Judgement

This position works in conjunction with functional area directors and managers in the effective planning, development, implementation and maintenance of ODL projects, programs and initiatives. Utilizes a variety of research methods, data collection and analysis strategies as well as advanced software (spreadsheet and database) applications to support the initiatives undertaken. Failure to perform the above effectively would cause significant loss of support for and credibility from program participants, managers and senior administration and would result in lost opportunity costs with respect to change readiness. Error in judgement in determining kinds of resources and techniques needed could result in high costs to the unit, would affect the quality and success of the projects, and credibility of programs that have both strategic and operational impact.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Education with emphasis on business administration, organizational development and human resources management. Coaching certification accredited by the International Coaching Federation (ICF) or International Association of Coaching (IAC) preferred. CHRP designation preferred. Minimum of five to seven years of related experience or the equivalent combination of education and experience. Demonstrated skill and knowledge of current training and organizational development practices with strong emphasis on change management. Effective oral and written presentation and communication skills. Effective problem-solving and conflict management skills to advance a healthy working environment. Demonstrated experience in managing projects, meeting deadlines and resolving unexpected and or ambiguous situations or issues. Proven intercultural competencies. Ability to communicate and interact with understanding and respect across diverse cultures. Ability to negotiate and influence within a collaborative framework. Demonstrated commitment to life long learning, shared leadership and continuous improvement. Demonstrated ability to anticipate future trends consequences and create innovative strategies and flexible plans. Demonstrated initiative to analyze and resolve problems quickly, efficiently, and collaboratively. Ability to work in a team-based environment and to build, manage and maintain high-quality relationships.

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Job Posting

Job ID: 13529
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** CNFUN Coordinator
Department: Paediatrics
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-09-01
Job End Date: 2013-03-01 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

Job Summary

The CNFUN Coordinator will assist the Principal Investigators (PI) in coordinating and carrying out research activities related to The Canadian Neonatal Follow-up Network (CNFUN) led by Dr. Anne Synnes. CNFUN is a collaboration between neonatal and perinatal follow-up programs in Canada and their multidisciplinary team members. It was developed in liaison with the Canadian Neonatal Network to facilitate collaboration in research, integrated data collection, knowledge translation and to improve the quality of care and long term outcomes of premature newborns cared for in neonatal intensive care units across the country.

The incumbent will work onsite at the Children & Women's Health Centre of B.C. The work area is a shared office space. There are no known hazards.

The Coordinator will work together with the PI and Steering Committees of the network to successfully support the strategic directions and objectives of the network. This role requires organization and an ability to work well both independently and within a team environment. Strong written and oral communication is essential.

Organizational Status

The Coordinator will report directly to Dr. Anne Synnes, founder and co-director of CNFUN and Clinical Associate Professor at the University of British Columbia in the Division of Neonatology. The incumbent will interact with other members in both departments as well as project team members at the multiple research sites across Canada.

The researcher will be supporting approximately 20 participating Neonatal and Perinatal Follow-Up programs across Canada via e-mail, telephone, teleconference and an annual meeting. The researcher will also liaise with research coordinators of the Canadian Neonatal Network (CNN), Canadian Perinatal Network (CPN) and the Canadian Pediatric Surgical Network (CAPSNET) in Edmonton and Vancouver.

Work Performed

- Develops and coordinates work plans and timelines for the Network.
- Writes and updates Network protocols, manuals, and documents.
- Maintains the website.
- Coordinates activities of research assistants in participating sites across Canada, including taking responsibility for ensuring



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that ethics review board approval is up-to-date at all sites.

- Trains research assistants at participating sites in data collection.
- Supports the writing and submission of research grant proposals to secure funding for additional projects.
- Manages and budgets all financial expenses required of the Network. Maintains accurate records of all expenditures made.
- Collaborates in the preparation, writing and editing of annual reports, abstracts, manuscripts, and materials for presentation and publication.
- Plans national meetings, teleconferences, workshops, training sessions and site visits for Network researchers.
- Participates in Network meetings.
- Facilitates Network communication through the use of teleconferences, maintaining up-to-date websites for the network, write newsletters, e-mail correspondence, etc.
- Ensures that data collection and submission is kept up to date and follow up with sites in collaboration with the Data Managers.
- Conducts regular audits of data submitted by sites, notify sites of errors for correction.
- Identifies database design concerns or problems and work towards solutions in collaboration with the Data Managers.
- Ensures that sites are well informed on all changes to data collection, data definitions and research activities.
- Performs data analyses using statistical packages such as SPSS or SAS.
- Acts as a knowledge broker in assisting hospitals translate knowledge into practice for quality improvement.
- Assists with the ongoing growth and development of the Network.
- Performs other related duties as required.

Supervision Received

Minimal supervision direction provided by the Principal Investigator and Research Manager. The incumbent will be expected to develop a work plan and timelines and exercise a considerable amount of judgement and initiative in duties and responsibilities.

Supervision Given

Will supervise research assistants over participating Network sites across Canada to ensure that the goals of various projects are met in a timely and efficient manner.

Consequence of Error/Judgement

The Researcher is required to conduct all research activities in an ethical manner. Patient confidentiality must be respected when dealing with research data. Errors made could influence the ability of research staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the investigators. The researcher will be expected to exercise a considerable amount of judgement after the initial orientation period and will not have direct day to day supervision.

Qualifications

Undergraduate degree in a relevant discipline. A BSc (Masters degree preferred) in health sciences or epidemiology. Minimum of two years experience or the equivalent combination of education and experience. A high degree of motivation, enthusiasm and initiative. Understanding of research methodology, ethics and knowledge of clinical data. A high degree of computer literacy including Microsoft Office (Word and Excel). The ability to work both independently and within a team environment. The ability to communicate effectively both orally and in writing. Experience working with large databases (Access). Demonstrated ability to provide supervision and communicate effectively with others. Ability to design and take lead on new projects. Ability to work independently. Ability to exercise initiative, tact & discretion. Strong analytical, problem solving and decision making skills. Ability to prioritize workload and meet deadlines. Attentive to detail, with the ability to work quickly and accurately. Knowledge of statistical analysis software (SPSS, SAS) is preferred. Fluency in oral and written French is desirable. Excellent organizational abilities, including the ability to prioritize workload and meet deadlines. Experience with preparing institutional research review board applications and grant applications. Ability to handle patient data in a strictly confidential manner. Experience with literature searches and scientific writing are assets.



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All positions in the Department of Pediatrics at BC Children's Hospital require a Criminal Record Check (CRC). A pre-employment CRC is required as part of the recruitment process and any offer of employment is contingent pending positive results of the CRC.

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Job Posting

Job ID: 13535
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Clinical Research Coordinator
Department: Neurology Division
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-20
Job End Date: 2013-08-19 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-27 **Available Openings:** 1

Job Summary

Responsible for planning, organizing, implementing and coordinating the activities of clinical research projects in the Multiple Sclerosis Clinic. Responds as required to the informational needs of potential subjects, health care workers, and the public regarding multiple sclerosis research.

Organizational Status

Reports to the MS Clinical Trials Nurse Manager and Office Manager, working under the Direction of the MS Clinic Clinical Trials Director. Liaises, in conjunction with the MS Clinical Trials Principal Investigator(s), with research approval committees and with the Pharm. Company representatives or funding sources who are initiating or monitoring research studies.

Work Performed

- Implements study procedures in accordance with research protocols.
- Screens and recruits research subjects and devises strategies for effective recruitment.
- Provides patient education on study background, purpose, procedures and potential benefits and risks.
- Conducts patient clinical, behavioral and neuropsychological assessments.
- Trains and supervises junior staff and or student volunteers.
- Prepares submissions to Clinical Research Ethics Board.
- Ensure Accurate and timely data collection and study queries.
- Organizing collection, storage and shipment of biomarkers.
- Organizes and prioritizes workload to meet the study deadlines and sponsor queries requests.
- Acting as a key liaison with research manager, Principal Investigator (PI), sponsors and Contract Research Organizations (CRO'S).
- Managing study supplies, maintaining inventory and is accountable to the Investigator, sponsor and federal regulatory bodies as per ICH-GCP guidelines.
- Creating and maintaining quality documentation on research subjects: source documents, Case Report Forms (CRFs), resolving queries.
- Ensuring study conduct with adherence to GCP guidelines.
- Informing the investigator of the clinical progress of the study subjects.
- Meeting with pharmaceutical company representatives, consultants and Contract Research Organizations (CROs) for trial initiation, maintenance and monitoring of subjects' visits.



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Transmitting study data to sponsors with strict adherence to privacy and confidentiality guidelines (GCP).
Ensuring enrolment expectations are met.
Ensuring collection of appropriate subject samples including blood, urine and cerebrospinal fluid.
Assisting with health assessment report collection (bloodwork, MRI, Dermatology, Ophthalmology etc.).
Carrying out research functions including checking subject history, conducting interviews and questionnaires, making observations and assessing subjects.
Collecting, coding, entering data in a timely manner for enrolled subjects into paper and electronic CRFs programs (Certified User)
Informing manager, investigator and sponsor of any Serious Adverse Events to subjects during the trial.
Communicating regularly with the help desk teams of different sponsors to address technical problems on site or with patient's devices.
Responding to and answering subject questions, concerns, and problems (general study related questions [non-health related]).
Conducting the close out of the study ensuring proper storage according to regulatory requirements.
Monitoring subject progress: Identifies, problem-solves, monitors and assesses subjects for adverse events and ensures adherence to protocol under direction of the Investigator.
Educating subjects and care partners about study, medication, and potential serious adverse events.
Attending investigator meetings, teleconferences and education workshop sessions.
Communicating and coordinating study related activity with (UBC and VGH) nursing staff, laboratory staff, Pulmonary Function, Laboratory staff, Pharmacy staff, MRI staff.
Developing study source documentation to meet both study site and study protocol requirements.
Paying strict attention to detail, maintains a high level of organization and a strong commitment to meeting study timelines.

Other tasks

Travel as required to attend meetings and conferences.
Assist in subject recruitment for other studies
Acting as a blinded interviewer for other studies as required
Acting as a backup coordinator for other studies with other PIs when necessary
Maintaining education and training on ICH-GCP, research involving human subjects and trial related training.
Performing other related duties as required to meet study goals and timelines.

Supervision Received

Training and supervision for the Research Coordinator will be provided by the Research Nurse Manager. Reports directly to the Research Nurse Manager and the Office Manager (Research Manager(s)).
The PI and or his/her designate will provide broad directives. The coordinator collaborates with the Research Managers, Research Nurses and CRO's.

Supervision Given

The coordinator advises educates nurses, other research staff, contracted service providers, laboratory staff and UBC VGH laboratory staff, who are involved with the subjects or study conduct on the study protocol(s). The coordinator also acts as a resource with hospital staff, subjects and colleagues, and manages subject progress and follow-up.

Consequence of Error/Judgement

The coordinator is responsible for:

a) Lack of careful attention to regulatory guidelines and approvals could suspend Investigator physician and hospital University as a site for further clinical research and or funding. The performance of clinical trials and research projects must strictly conform to appropriate regulations: 1) personal: maintaining professional behavior and respect for subjects and staff 2) local: the UBC Clinical Research Ethics Board 3) Provincial: B.C. Privacy Act 4) Federal: Health Canada, International Conference on



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Harmonization, Tri-Council Policy Statement, Good Clinical Practice and 5) International: U.S. Food & Drug Administration.

b) Clinical mistakes made by the coordinator could be life threatening to subjects. Ensuring subject safety includes: 1) accurately judging study eligibility 2) being prepared for any side effects (expected or unexpected) and 3) updating clinical skills and knowledge to meet the demands of clinical complexity.

In addition, the Research Manager(s) and PI rely on the coordinator to alert them to clinical problems and unexpected events concerning study subjects and trial conduct: 1) Lack of study enrollment and completion of work according to deadlines would threaten loss of funding and consideration for future invitations to participate in clinical trials and 2) Poor communication skills with subjects would jeopardize their participation, and with sponsors and referring community physicians would reflect badly on the reputation of the research group.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Knowledge of current research regulatory guidelines and standards is preferred. Experience with psychometric testing and knowledge of standard neuropsychological tests required. Working knowledge of research methodology and design. Ability to exercise judgement and make decisions in accordance with the broad research objectives. Ability to independently organize workload. Computer proficiency required, including use of Word and Excel spreadsheets and similar applications. Knowledge of statistical methods and database applications is an asset. Effective interpersonal, oral and written communication, negotiation, organization and problem-solving skills. Ability to maintain accuracy and attention to detail and to work effectively under pressure to meet deadlines. Ability to work both independently and within a team environment. Ability to exercise tact, discretion and diplomacy. Some after-hours and week-end work may be required.

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Job Posting

Job ID: 13502
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** CAPSNet Coordinator
Department: Surgery
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-07-23
Job End Date: 2013-07-22 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-23 **Available Openings:** 1

Job Summary

The Canadian Pediatric Surgery Network (CAPSNet) is a national network of 16 perinatal centres that care for infants born with complex, correctable surgical birth defects. The founding Director of CAPSNet, Dr Erik Skarsgard, is a pediatric surgeon at BC Children's Hospital. A multidisciplinary research team consists of nationally representative surgeons, perinatologists and neonatologists who collaborate in integrated, standardized, prospective data collection on two specific birth defects from prenatal diagnosis onwards. The aggregate de-identified data is used for hypothesis-driven research, and site specific data is used for network quality improvement activities. The CAPSNet coordinator will assist the PI in coordinating and executing the research activities related to the Network. This role requires organization and an ability to work well both independently and within a team environment. Strong written and oral communication is essential.

Organizational Status

The CAPSNet Coordinator will report directly to Dr. Skarsgard who holds a UBC faculty appointment in the Department of Surgery, and is a Researcher at the Child & Family Research Institute. The incumbent will interact with other site investigators and abstractors from each of the network sites, and will work closely with the CAPSNet Steering Committee, in advancing the strategic priorities of the Network.

The work area is a shared space located on site at the Children's and Women's Health Care Centre of BC. There are no known hazards.

Work Performed

- Develop and coordinate work plans and timelines for the Network.
- Write and update Network protocols, manuals, and documents.
- Coordinate activities of research assistants in participating sites across Canada, including taking responsibility for ensuring that ethics review board approval is up-to-date at all sites.
- Train research assistants at participating sites in data collection.
- Support the writing and submission of research grant proposals to secure funding for additional projects.
- Manage and budget all financial expenses required of the Network. Maintain accurate records of all expenditures made.
- Collaborate in the preparation, writing and editing of annual reports, manuscripts, and materials for presentation and publication.



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- Plan national meetings, teleconferences, workshops, training sessions and site visits for Network researchers.
- Participating in Network meetings.
- Facilitate Network communication through the use of teleconferences, maintaining an up-to-date website, write newsletters, e-mail correspondence, etc.
- Ensure that data collection and submission is kept up to date and follow up with sites in collaboration with the Data Manager.
- Conduct regular audits of data submitted by sites; notify sites of errors for correction.
- Identify database design concerns or problems and work towards solutions in collaboration with the Data Manager.
- Ensure that sites are well informed on all changes to data collection, data definitions and research activities.
- Perform data analysis using statistical packages such as SPSS or SAS.
- Acts as a knowledge broker in assisting hospitals translate knowledge into practise for quality improvement.
- Assist with the ongoing growth and development of the Network.
- Perform other related duties as required.

Supervision Received

Minimal supervision direction provided by the Principal Investigators. The Coordinator will be expected to develop a work plan and timelines and to exercise a considerable amount of judgement and initiative in their duties and supervisory responsibilities.

Supervision Given

Will supervise research assistants over participating Network sites across Canada to ensure that the goals of various projects are met in a timely and efficient manner.

Consequence of Error/Judgement

The Coordinator is required to conduct all research activities in an ethical manner. Patient confidentiality must be respected when dealing with research data. Errors could influence the ability of research staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the investigators.

Qualifications

Undergraduate degree in a relevant discipline. A BSc in health sciences or epidemiology is required; a Master's degree in health sciences or epidemiology is preferred. Minimum of two years experience or the equivalent combination of education and experience. A minimum of 2 years related research experience is preferred. A high degree of motivation, enthusiasm and initiative. Understanding of research methodology, ethics and knowledge of clinical data. Ability to communicate effectively, both orally and in writing. Experience working with large databases (Access). Demonstrated ability to provide supervision and communicate effectively with others. Ability to design and take lead on new projects. Ability to work independently. Ability to exercise initiative, tact & discretion. Strong analytical, problem solving and decision making skills. Ability to prioritize workload and meet deadlines. Attentive to detail, with the ability to work quickly and accurately. High degree of computer literacy. Knowledge of statistical analysis software (SPSS, SAS) is preferred. This position in the Department of Surgery at BC Children's Hospital requires a Criminal Record Check (CRC). A pre-employment CRC is required as part of the recruitment process and any offer of employment is contingent pending positive results of the CRC.

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Job Posting

Job ID: 13558
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Program Manager - International Programs
Department: Peter Wall Ins For Adv Studies
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-07
Job End Date: 2015-05-14 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-27 **Available Openings:** 1

Job Summary

The Program Manager will be responsible for oversight, administration and management of a new portfolio of multiple international programs of the Peter Wall Institute for Advanced Studies, with an initial program budget of \$1.5 million over three years. The Program Manager will oversee all international programs and their related activities, in collaboration with the Institute Director and the Institute Associates, the Assistant Director and staff of the Peter Wall Institute for Advanced Studies, to ensure that the technical, program development and financial requirements are met in order to deliver the desired program objectives. The Program Manager will be responsible for preparing annual program summary reports to the Director and Board of Trustees. The Peter Wall Institute for Advanced Studies is the Senior Research Unit at the University of British Columbia. It is an interdisciplinary research unit governed by a Board of Trustees chaired by the President of the University and reporting to the Office of VP Research, sponsoring and delivering approximately fifteen award programs (Research Grants), and managing modest conference and guest room facilities used for Institute programs. The primary function of this position is the management of the institute's international programs, including, but is not limited to, management and coordination of these multiple programs and their related events and activities, program applications, partnership programs, publicity assistance, co-writing of the annual report and writing content for the institute's website.

Organizational Status

The Peter Wall Institute is funding a series of new international initiatives as part of the core mandate of the Peter Wall Institute for Advanced Studies. These Initiatives will provide mechanisms for UBC researchers and internationally renowned researchers to address societal challenges by engaging with scholars and community partners internationally, and using innovative research to develop new advanced research and outcomes. The mission of the Peter Wall Institute for Advanced Studies (PWIAS) is to create collaborative, interdisciplinary, basic and advanced research programs for UBC faculty scholars. PWIAS faculty researchers have explored many important global issues, from developing sustainable human-natural systems to understanding global capitalism and the future of agrarian society; deconstructing narratives of disease, disability, and trauma; and modeling the complex computations, sensing, and actions required for visual and motor control. The Program Manager will report to the Director of the Institute on program management and to the Assistant Director on administrative and human resource Issues, as well as carrying out the decisions of the International Academic Advisory Committee of the Institute. The Program Manager must be able to communicate and work effectively with university researchers, community and government partners, major stakeholders, collaborators, consultants, industry partners, and university administrators, and any third party service providers. The Program Manager will be located in Vancouver at the Institute on the Point Grey Campus, UBC. This position may require domestic travel, primarily within BC, and the position requires flexibility in working hours in order to meet submission and reporting deadlines



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and to participate in events and meetings held with scholars at UBC.

Work Performed

A. Program Coordination

- Coordinate the launch, administration and portfolio coordination for the Institute's new international initiatives, as well as acquiring responsibility for oversight of the Major Thematic Grants Program.
- Have joint responsibility, with the other Program Manager, of the Wall Exchange, a major event in downtown Vancouver involving 1100 participants.
- Responsible for approximately 53 - 63 program events per year.
- Develop annual objectives for the Initiatives.
- Provide direction to research administration officers at the university regarding guidelines for funded initiatives.
- Communicate with the Director, Associates and major stakeholders.
- Initiate and carry out communications activities with UBC faculty, funding and stakeholder partners, community groups, industry partners.
- Prepare official program reports and statistics for the Director and Peter Wall Board of Trustees; including progress reports, terms of reference, data release policy, and research ethics policy.
- Encourage research excellence through development of academic and community collaborations
- Initiate call for proposals to UBC faculty at all campuses
- Facilitate Research & Advisory Committee meetings to review program activities, issues, and action items.
- Manage interactions with university departments and community groups partners to advance the goals and objectives of the International Programs.

B. Program Administration

- Develop overall administration plan including proposal management of funded projects.
 - Manage diverse portfolio of multiple programs and projects at different stages of development and implementation.
- Provide initial contact for prospective applicants to discuss project eligibility and scope.
- Conduct initial review of applications for adherence to requirements.
 - Contact and solicit expert reviewers for specific topic areas. . Assign LOIs and proposals to selected expert reviewers.
 - Approach selected expert reviewers where applications call for review.
 - Facilitate application review meetings
 - Organize events to assist with knowledge translation and to showcase successful research.
 - Organize research visits for international collaborators and reviewers.
 - Foster and build collaborations for research teams, e.g. bringing together researchers from different faculties across the university (all campuses), international researchers, community partners, government and policy organizations
 - Manage funded portfolio of multiple international programs and projects with total budget of \$575,000 per year, reporting periodically and annually to the Assistant Director.
 - Manage administrative and financial requirements including:
 - i) Preparing grant conditions and funding letters
 - ii) Arranging project grant accounts for university investigators; and coordinating inter-institutional funds transfer
 - iii) reviewing progress reports and financial statements; and investigating discrepancies or significant variances
 - iv) forecasting and monitoring program expenditures for budget planning
 - v) preparing annual reports for Director of the Institute and the Board of Trustees
 - vi) preparing financial report summaries
 - vii) tracking project information for annual program evaluation to measure societal and other benefits
 - viii) ensuring adherence to terms of individual project agreements
 - ix) ensuring proper university approvals are in place for any projects involving human subjects and ethics approval
 - Manage the protection of confidential information and University intellectual property (IP) where required:
 - i) Consult with researcher and University Industry Liaison Office if any intellectual property considerations
 - ii) Ensure invention disclosures are in place to protect rights to technology developed within the University
 - iii) Manage confidential information and non-disclosure agreements between participants if required
 - iv) Report to Steering Committee if intellectual property disclosures are made.
-



- Responds to written and oral inquiries and provides procedural advice for applicants regarding programs offered and completion deadlines; advises potential applicants on program content;
- Manages application process, including verification of eligibility of applicants, creation and management a referee database (where appropriate) while maintaining communication with the Director on issues as they arise.
- Develops and implements administrative procedures.
- Manages coordination with international partner institutes regarding the partnership programs (Faculty Exchange Program and the Wall Colloquia Abroad program); coordinates preparations for periodic Faculty Exchanges and Colloquia Abroad; acts as point of contact for distinguished visiting scholars and assisting with their agenda at the Institute.
- Co-writes the program content of the Annual Report.

C. Program Communications

- Coordinate initial launch and call for proposals of new initiatives
- Carry out public relations activities related to launch and ongoing progress with community and other agency partners
- Manage development and updates of web page information
- Establish and maintain a broad network of contacts within the university community, community and government partners, partner funding agencies, and external reviewers
- Maintains and updates the PWIAS website and monitors podcasts, writes and distributes new content, and deals with the Institute's UBC IT team and external consultants on major changes.

Supervision Received

The Program Manager will work primarily under his or her own initiative, with broad direction from the Director. The Program Manager will work with PWIAS colleagues, and University administrators from Office of VP Research in specific situations. The Program Manager will report to the Assistant Director of the Institute on finance and human resource matters.

Supervision Given

This position will involve assigning the work of individuals producing program and communication materials. The position will require ongoing monitoring for principal investigators, researcher(s) and collaborators working on individual projects. The position will communicate with, on a project basis, researchers, Institute staff, and external consultants where required.

Consequence of Error/Judgement

The Program Manager will manage an annual portfolio of \$575,000 in program funds, and will make decisions regarding the administration of research projects at the university. The Program Manager will have initial authority for signing documentation on behalf of the university related to administration of these programs, subject to final approval by the Director or Assistant Director. The new international initiatives comprise a prestigious set of unique programs; and decisions of the Program Manager will affect the university-community relationship, research and financial accountability on the project, and may result in loss of support and cancellation of the initiatives. The Program Manager is expected to exercise professional judgment and extreme discretion when dealing with issues surrounding the distinguished scholars from across the UBC-Vancouver campus, the Peter Wall Institute Board of Trustees and partner institutes. The Program Manager will be required to answer routine inquiries from, and handle confidential information about, Faculty Associates affiliated with the Institute or distinguished visiting scholars external to the Institute. It is important that the Program Manager exercises discretion, confidentiality, and judgment in these matters, including interpreting inquiries and consulting with the Director or Assistant Director as required. The potential financial losses to PWIAS may vary from a few thousands to hundreds of thousands of dollars. More importantly, these decisions may also affect the reputation of the Peter Wall Institute, and the University, or expose the University to unwarranted legal liability. In some cases the Peter Wall Institute Director may reverse a decision. In other cases, the situation may be reviewed by Senior Administration in the Office of the VP Research. In some cases, the results of the decisions may be irreversible.

Qualifications

Undergraduate degree in a relevant discipline. Graduate degree is an asset. Minimum of three years experience or the equivalent



combination of education and experience. Working knowledge of financial and intellectual property protection and licensing practices at UBC is an asset. Ability to communicate effectively verbally and in writing. Must have strong interpersonal skills. Ability to maintain a professional and personable manner. Ability to work effectively with varied and diverse groups and dynamic environments. Ability to develop and manage projects in a team environment, manage multiple priorities and evaluate programs. Ability to maintain a high level of organization. Ability to maintain a high degree of accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to take initiative to analyze problems, identify key information and issues, and effectively and thoughtfully resolve them. Ability to work effectively independently and in a team environment using strong team skills. Ability to exercise discriminating confidentiality, tact and discretion when dealing with all Peter Wall Institute matters whether directly or indirectly, in person, in writing, or by phone. Functional knowledge of business practices, corporate organization and marketing. Demonstrated proficiency of MS Office and project management software.

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Job Posting

Job ID: 13418 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Research Facilitator
Department: UBCO-Officeof ResearchServices
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-27
Job End Date: 2013-07-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-02 **Available Openings:** 1

Job Summary

The Research Facilitator (RF) is responsible for identifying, promoting, and managing high value impact research opportunities at the University of British Columbia's Okanagan campus (UBCO). The incumbent is responsible for increasing the number and dollar value of successful funding opportunities year over year and for providing expert advice and guidance to faculty in the completion of research applications. To accomplish this, the incumbent works closely with the Okanagan ORS and the 'Support Programs to Advance Research Capacity'(SPARC) Office at the UBC's Vancouver Campus to ensure that he she is fully briefed on key initiatives as they relate to funding opportunities. In addition, the RF is expected to keep the Vice Provost Research (VPR) informed of important funding developments as they relate to research activities on the Okanagan campus and to provide analysis and recommendations on potential opportunities for UBCO's research community.

Organizational Status

Reporting to both the Manager, Office of Research Services (ORS) and the Vice Provost Research (VPR), the RF works closely with faculty from all Departments and Schools on the Okanagan campus and liaises with the SPARC Office on the Vancouver campus.

Work Performed

- Works with individuals and teams of faculty members to develop research funding proposals and submissions to provincial, national and international granting agencies;
- Identifies opportunities for, and supports development of, new research teams collaborations and partnerships networks, particularly those that cross disciplines or themes and that will lead to enhanced opportunities to address priority research areas of external agencies (e.g., in response to strategic initiatives and targeted RFAs (Requests for Applications) and or in relation to institutional applications such as CFI, BCKDF and CRC programs).
- Provides expertise for development of large-scale institutional infrastructure proposals (e.g., CFI, BCKDF)
- Perform background research about the research and granting agencies to customize proposals to granting agency mandate, priorities and guidelines;
- Acts as a central resource for knowledge about research funding opportunities and ongoing development of strategic directions



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and priorities provincially, nationally, and internationally; proactively seeks out and encourages individual investigators and research teams to apply for funding

- Facilitate workshops and team meetings for research groups, centres and teams; advises and assists researchers to articulate research programs and proposals; maintains in-depth knowledge and understanding of Okanagan campus researchers and research programs;
- Customizes funding agency presentations and or workshops for target audiences using a comprehensive understanding of the agency group mandates, culture and guidelines.
- Provides liaison and support for multi-investigator teams; coordinate and integrate contributions by multiple authors on team proposals
- Formulate budgets to ensure that all funding agency and university requirements are met

Supervision Received

Works under the general direction of the Manager, Office of Research Services. Must be able to work independently and carry out work to completion. Keeps the Manager, ORS and the Vice Provost Research informed of the status of work in progress. Works to deadlines and tasks on projects. Work is reviewed in terms of achievement of desired results. Works with considerable latitude.

Supervision Given

This position works as a team member in the Office of Research Services.

Consequence of Error/Judgement

This position has significant influence on the quality and effectiveness of the services provided by the Office of Research Services. Non-compliance with contractual terms and or sponsoring agency guidelines could result in the return of agency funds, loss of future funds and or inability to collect funds owned to the University. Incorrect interpretation of Sponsoring Agency and University policy provided to faculty will result in non-compliance with sponsoring agency terms on the use of funds.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years of related experience, or the equivalent combination of education and experience. Post-graduate preferred. Three years of directly relevant experience in developing, writing, critiquing or evaluating research funding applications. Excellent English verbal and written communication skills including training and or education in academic communication; ability to incorporate a broad knowledge base with understanding and communication of complex research issues to the non-expert reader; and excellent critical review and substantive editing skills. Exceptional interpersonal, organizational and problem-solving skills, including the ability to multi-task a range of complex projects and to meet the required deadlines; ability to work under pressure and handle frequent interruptions; and the ability to work in an independent and flexible environment. Exceptional knowledge of successful grant application procedures and granting agency requirements. Related experience in building collaborative research teams and multi-disciplinary and or multi-institutional research proposals for provincial, national, and international agencies. Related experience in the development of research proposal, publications, grant applications, including project logistics and budget development. Knowledge of project management principles; related knowledge in conducting and designing research programs and in research methodologies. Experience in teaching and or in developing and conducting grant proposal writing workshops and training sessions.

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Job Posting

Job ID: 13504
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** Privacy Officer
Department: Human Early Learning Partnrshp
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-09-01
Job End Date: 2013-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-30 **Available Openings:** 1

Job Summary

To fulfil the services required to cover the Human Early Learning Partnership's privacy needs and act as their Privacy Officer.

Organizational Status

The position reports to and works closely with HELP's Deputy Director regarding HELP privacy issues. Also works with other units and individuals, including: data stewards, staff members, committees and cross-institutional committees.

Work Performed

Major responsibilities include:

- The incumbent will build and manage relationships with important external stakeholders, such as senior government officials, among others. In the privacy function this is critical in order to translate the HELP research vision to government requirements.
- Building and managing key relationships with HELP researchers; the Data Steward and Data Management Team; the EDI MDI Implementation Manager and team; and the UBC Privacy Manager to ensure privacy compliance
- Collaborating with other staff, partner organizations, data stewards, stakeholders and committees, to ensure the appropriate privacy and confidentiality documents are in place; documentation includes privacy and confidentiality consent, authorization forms, information notices, and other relevant materials that reflect current provincial legislation and legal practices as well as University of British Columbia's policies and procedures related to privacy and confidentiality
- Managing regular internal audits to ensure compliance with all Information Sharing Agreements, the organisation's Privacy Impact Assessment, and other relevant policies,
- Working with Population Data BC's Privacy Officer to facilitate and coordinate privacy efforts as applicable
- Addressing breach response management and maintenance of all relevant documentation
- Ensuring compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies



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for all staff in cooperation with Human Resources, other Leads, and legal counsel as applicable,

- Acting as the FOI and Privacy contact for HELP
- Developing a rolling quarterly workplan strategic plan for this area of work
- Developing and implementing privacy policies and procedures
- Developing and implementing annual privacy training
- Some specific duties may include:
 - Developing data or information sharing agreements with other data stewards
 - Developing information sharing agreements to disclose HELP data
 - Revising HELP's Privacy Impact Assessment
 - Reviewing and advising on REB applications and submissions
- Maintaining current knowledge of applicable federal and provincial privacy laws and accreditation standards, and monitoring advancements in information privacy technologies to ensure organisational adaptation and compliance. Keep abreast of legislative and policy changes, and how they may affect privacy and data access.
- Other duties as may be required

Supervision Received

The position reports to the Deputy Director of HELP. Supervision will be provided by means of regular meetings and ad-hoc consultations at the request of the incumbent.

Supervision Given

There are no full-time positions supervised from this position, however, the incumbent is required to give direction to management and staff regarding privacy requirements on a regular basis.

Consequence of Error/Judgement

This position requires strong written and verbal communications, problem solving abilities, influence and persuasion, and an ability to work collaboratively, creatively and effectively with a variety of individuals within and outside of the organisation.

The position involves considerable latitude in determining priorities and setting timelines and judgment in developing communications products that are professional, yet understandable. Thinking creatively about the challenges facing the organisation and responding rapidly to changing needs and priorities will be necessary. Effective priority management, problem-solving, analytical and organisational skills, an ability to exercise influence, tact and discretion in balancing the competing needs of individuals associated with the organisation, and an ability to work effectively under pressure to meet deadlines are required. The work of the individual is subject to ongoing review and monitoring by the Deputy Director.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. . 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Strong time management skills. Strong organizational skills. Ability to exercise tact and discretion. Ability to exercise sound judgment. Ability to make thoughtful, informed, and thorough decisions. Ability to exercise initiative. Ability to



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prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment.

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The equipment supported and maintained by the RE includes stereoscopic (3D) TV's, auto-stereoscopic screens, HDR and 3D video recording equipment, video editing software and other video processing equipment that have been purchased. As needed, and in conjunction with researchers, the RE will support the operation and maintenance of these software and hardware components tools used for capturing creating processing and displaying 3D and multiview content. Emphasis will be put on calibrating and configuring the unique professional RED cameras (used for capturing High Dynamic Range content) and HDR prototype 3D displays with the rest of the capturing and displaying equipment as well as the hardware and software components needed for processing that kind of content.

In order to ensure measurement accuracy, the capturing, processing and displaying equipment will need to be calibrated and balanced for each separate test and experiment depending on the specific needs and requirements. The equipment includes (but is not limited to) HD, HDR 3D video cameras, lighting equipment, computers (PC's and Mac's), 3D TV's, autostereoscopic displays, etc. Where appropriate, he she will operate the equipment for during tests and experiments.

Supervision Received

Works independently; position reports directly to the Director of the Digital Media Lab. Assignments given in terms of functional requirements and research project objectives. Work is reviewed against requirements objectives.

Supervision Given

Supervises various student staff members of short-term project teams related to set up of research equipment.

Consequence of Error/Judgement

This position is responsible for managing and supporting research equipment valued in excess of \$1M. Work is expected to be at a high level of professional quality to avoid damage to valuable equipment, personal harm and delays in research. Errors could cause serious consequences for researchers. Decisions on purchases must show sound and practical resource management.

Qualifications

Undergraduate degree in Engineering or Applied Science. Ph.D. preferred. Minimum of three years experience or the equivalent combination of education and experience. Ph.D degree in Electrical & Computer Engineering preferred with focus on multimedia and 3D video technology.

Experience in setting up quality of experience subjective tests for video content according to MPEG ITU standards.

Experience working with 3D capturing and displaying technology and related equipment.

Experience with video editing software and video recording equipment.

Experience with Matlab and C++. Ability to familiarize him herself with new technologies quickly, both to work with existing equipment at our facility, and to be able to make purchasing recommendations to graduate students and faculty members. Excellent organizational, management, communication and administrative skills. Effective interpersonal and problem solving skills. Ability to learn new skills and rapidly adapt to new situations. Ability to work effectively independently and in a team environment. Ability to exercise judgment, take initiative, and work under pressure to meet deadlines. Ability to manage time and prioritize duties. Ability to be thorough, accurate, and have a high level of attention to detail. Must be sincerely interested in working with faculty and students in a multidisciplinary teaching and research environment.

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Job Posting

Job ID: 13508
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Statistical Analysis
Classification Title: Statistical Analysis, Level B **Business Title:** Programmer - Analyst
Department: Family Practice
Salary: \$ 30.26 - \$ 36.32 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-07-23
Job End Date: 2013-06-30
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-24 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

Research dataset construction, management, and analysis.

Organizational Status

.The programmer analyst will work under the direction of the principal investigator, Dr. Margaret McGregor.

Work Performed

Duties include:

Coordinating and facilitating database development and statistical analyses;
Performing statistical modeling;
Developing merged core datasets;
Being responsible for the security and integrity of the databases;
Assisting in the writing of research proposals and publications;
Presenting of research findings to academic audiences
Provides support for grant applications
Participates in complex research activities
Assists in writing reports ethics applications, research papers, and powerpoint presentations
Assists in conducting literature reviews and managing research databases.

Supervision Received

The Programmer Analyst works independently under general direction of Dr. McGregor.

Supervision Given

N A

Consequence of Error/Judgement



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Errors made may influence the ability of researchers to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the principal investigator and the research team. Poor decisions may be damaging to the reputation of and cause financial loss to the principal investigator, the Department and the University.

Qualifications

Post-graduate degree in Statistics. This technical role require a masters-level degree in statistics, epidemiology, or computer data processing and experience handling very large linked healthcare datasets. Minimum of three years experience in research analysis or the equivalent combination of education and experience.

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Job Posting

Job ID:	13416		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Cooperative Education		
Classification Title:	Coop.Education, Level A	Business Title:	Job Development Co-op Coordinator
Department:	Coop Education Program		
Salary:	\$47,315.00 - \$56,799.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-07-23	Ongoing:	Yes
Job End Date:			
Funding Type:	Self Funded		
Other:			
Date Closed:	2012-07-24	Available Openings:	1

Job Summary

The primary role of the Job Development Co-op Coordinator is to assist with the development and implementation of marketing strategies (for example: incorporating social media strategies, communications and marketing material) for existing and new employers for the Engineering Co-op Program. Tasks include contributing to designing and implementing innovative marketing strategies to market the program to employers at the local, national and international level.

A secondary role of the Job Development Co-op Coordinator is to: provide career advising to students to prepare them for the co-op job search process one-on-one and in group settings; assist with workshop presentation; conduct site visits and address workplace issues that student or employers may encounter; provide numerous statistical reports for the Program Director on a weekly and term basis on the analysis of marketing contact made in the program including job's posted, interviews conducted, placement rates and other marketing activity such as newsletter and web analytics.

Organizational Status

Reports to the Director of the Co-operative Education (Engineering) Program. Works in close co-operation with other Co-ordinators and Administrative Staff.

Work Performed

- Contributes to the design and assists with implementing marketing plans (assist Coordinators with marketing plan template, overall Program Marketing Plan and Program International Marketing Plan) to promote the program to existing and potential employers locally, nationally and internationally via phone, email and in person with the goal of increasing the number of new employers who post with the program.
- Conducts intensive industry research to identify and profile potential engineering employers who are in high growth areas who would be capable of offering multiple co-op placements at the local, national, and international levels and can provide quality engineering co-op work experiences.
- Initiates, builds, and maintains new employer relationships for co-op job development.
- Develops academic-related work placements through assessment of technical engineering job requirements, engineering discipline, and academic level of placement.
- Determines engineering employer co-op requirements and assists in the facilitation of steps in the hiring processes.
- Conducts and when requested arranges face-to-face marketing meetings with engineering employers for the Director or discipline



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specific co-op coordinators and supports relationship building with these employers.

- Reports at staff meetings weekly and monthly benchmark goals for contacting employers (including face-to-face meetings).
- Develops marketing tools for the Program including: website content; promoting Co-op in existing faculty social media outlets; writing e-newsletters and mass e-mail recruitment marketing messages; assisting with the content and writing of print brochures; writing content for stakeholder presentations; researching, writing articles and compiling Co-op Connections; and advertisements in trade publications, trade show displays, etc.
- Reviews and approves employer job postings to ensure that they meet UBC Engineering Co-op Program guidelines. Writes edits job descriptions on behalf of employers when requested.
- Develops specific resources (i.e. International Hiring Guide) for international employers interested in hiring Engineering Co-op students.
- Assists with strategy and implementation for annual student recruitment activities. Develops marketing materials (e.g. including content for E-mail, website, classroom presentations, posters, etc.) and may assist other co-op staff in delivery of information sessions.
- Holds periodic office hours for engineering co-op career advising and employment coaching to prepare undergraduate and graduate students for applying to co-op positions and successful transition to work.
- Advises engineering co-op students on technical suitability of work placements to their academic program, the selection of areas of specialization and requirements for their professional designation.
- Conducts employer student site visits to assess evaluate student performance in the workplace, and helps resolve performance issues. Includes problem solving, mediating, and addressing any workplace concerns or issues related to employee discipline, employee rights (including harassment, safety, employment equity, employment standards), intellectual property rights, confidentiality concerns, etc. raised by students and or employers. Makes recommendations to Director regarding students' status in the program as a result of workplace issues.
- Reads, evaluates and grades engineering student career development reports and oral presentations.
- Co-facilitate pre-employment training workshops with discipline specific co-op coordinators
- Surveys, analyses and reports on Engineering Co-op student employment interests from program surveys.
- Researches international work permit requirements and directs students to follow all legal and immigration policies required.
- Coordinates international survey interests per term, compiles analysis of survey results and presents findings to the Director for strategic direction on activity for the term.
- Maintain and grow the Engineering Co-op Database with employer and student records.
- Oversees and manages Co-op program related projects and assignments, where required.

Supervision Received

Works under the direction of the Engineering Co-operative Education Program Director. Works independently within the constraints of program policy and defined terms and conditions.

Supervision Given

No direct supervision given.

Consequence of Error/Judgement

Incorrect decisions can affect numbers and quality of student applicants to the program. Failure to adequately assess employers could result in students being placed in inappropriate work environments. Failure to assess and prepare students for appropriate technical work placements could result in loss of credibility of the program with industry. Failure to intervene and resolve student work placement performance problems could result in loss of working relationships between industry and the University. Failure to apply policies and procedures established by the Ministry of Skills, Training and Labour could result in loss of accreditation and or financial support.

Qualifications

Undergraduate degree in a relevant discipline. A minimum of an undergraduate degree preferably in a marketing related discipline.



Minimum of two years experience or the equivalent combination of education and experience. Minimum of two years of related industry marketing experience and a thorough knowledge of Co-operative Education Programs. A passion for creating transformational co-operative education learning experiences for engineering students and a demonstrated ability to take initiative and work independently as well as with a team is essential. Ability to act with tact, diplomacy and discretion with a wide range of internal and external partners and stakeholders is also essential. Strong computer (Microsoft Office, database management, WordPress, InDesign), web management (content, layout, analytics) and print and electronic media skills are essential. The successful applicant will have excellent marketing, presentation, oral and written communication skills, interpersonal and organizational planning abilities. Some experience having developed and delivered pre-employment training programs is desired. Travel is required, BC Driver's license and access to a vehicle is required. Ability to effectively generate business opportunities. Ability to effectively market, promote, and sell products and services. Ability to communicate effectively verbally and in writing. Ability to communicate in a clear, attentive, and polite manner. Ability to communicate effectively in writing. Ability to develop and deliver effective presentations and workshops. Ability to listen actively and attentively, and obtain clarification as required. Ability to communicate effectively verbally. Ability to effectively design and modify web sites with WordPress. Ability to effectively use job-related design and analysis applications. Ability to recognize potentially dangerous situations and take appropriate action. Ability to make thoughtful, informed, and thorough decisions. Ability to remain calm, decisive, effective, and safe in emergency or crisis situations. Ability to exercise sound judgment. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to effectively deal with difficult people. Ability to assist clients in identifying appropriate courses of action. Ability to address and moderate interpersonal conflict by confronting issues and taking appropriate action. Ability to deal with people in a courteous, calm manner. Ability to provide effective and appropriate guidance and counsel (e.g., career counselling). Ability to provide quality service to customers in a courteous, patient manner. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to develop and maintain cooperative and productive working relationships. Ability to identify and respond to contentious or politically sensitive issues with discretion. Ability to approach interactions with an awareness of sensitive issues. (e.g., issues concerning specific cultures) Ability to design and deliver workshops. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to efficiently and effectively coordinate tasks. Ability to gather, record, and organize information. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to review, analyze, and synthesize complex information into summaries and reports. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to effectively manage multiple tasks and priorities. Ability to effectively use MS Office (e.g., Outlook, MS Word, MS Excel) at an intermediate level.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13533
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level F **Business Title:** Associate Director, Land & Food System
Department: Development Office
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-04
Job End Date: 2014-09-03
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-08 **Available Openings:** 1

Job Summary

This fundraiser position is responsible for generating a high level of strategic prospect contact at the major gift level. The Associate Director is responsible for managing a defined development program at an average \$3+ million level, or resource development activity at an average \$3+ million annually as well as for providing technical expertise and specialized knowledge to all development units, requiring specialized expertise in a particular area of development work. Responsible for managing a minimum of 100-150 prospects, making 20-25 solicitations and raising a minimum average of \$3+ million annually. This position is expected to demonstrate leadership by providing proactive and high levels of support to senior management and faculty, and to more junior colleagues through active mentorship, and may have direct supervisory responsibility.

The Associate Director works in partnerships with senior management to facilitate maximum private and public sector support; develops and implements comprehensive and complex plans for identifying, cultivating, soliciting and stewarding major gift prospects and donors and develops and manages a portfolio of major gift prospects and meets potential prospects on a one-on-one basis. The position ensures appropriate donor recognition, acknowledgement and stewardship programs are in place and oversees the generation of donor prospect solicitation materials and correspondence, and will have some administrative responsibilities.

Organizational Status

Reports to: One of: Senior Associate Director, Director Assistant Dean or Executive Director of Development

Works with: UBC faculty and staff involved in fundraising including the VP, Development and Alumni Engagement, the President of the University and other senior administrators as appropriate.

Contacts: Donors and outside community groups and organizations.

Supervises: Normally Associate Directors do not have direct supervisory responsibilities, but will mentor junior development staff.

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the University, at a minimum of \$3 million per year.



- Develops and manages a portfolio of major gift prospects (100 and 150 annually) making face-to-face visits (100-200 annually) for the purposes of discovery, cultivation and solicitation strategies for prospects at the major gift level (defined as \$25,000 and up). Responsible for coordinating and attending approximately face-to-face prospect donor meetings per year.
- Develops and implements a comprehensive plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Responsible for management of relationships with a portfolio of major gift prospects.
- Develops proposals and works with donors to generate gifts for priority projects. Develops and implements strategies for closing major gift solicitations, with an expectation to make solicitations (minimum 20-25 annually) at the major gift level.
- Ensures that appropriate donor recognition, acknowledgment and stewardship programs take place.
- Generates donor prospect solicitation materials and correspondence.
- Provides proactive and high levels of support to senior management and faculty, and to more junior colleagues through active mentorship.
- May have direct supervisory responsibility.
- Performs other related duties as required.

Supervision Received

The incumbent works under general direction according to broad objectives. Works independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities. Overall strategic planning on global fund-raising initiatives is executed in consultation with the Director.

Supervision Given

May have direct supervisory responsibilities, and will mentor junior development staff.

Consequence of Error/Judgement

The position is a critical point of contact for donors and university staff in relation to development activities. The Associate Director is expected to make decisions and recommendations impacting a total development goal average of \$3 million. Incorrect interpretation or communication of university policy and procedures or lack of tact, diplomacy or sensitivity in dealing with major donors and senior administrators could potentially result in damaged relationships and credibility, leading to the potential loss of these donations.

This position is also critical in advising and ensuring proper interpretation and implementation of academic and fiscal policies for fundraising, senior administrators, and development staff. The Associate Director is responsible for a portfolio of donors and prospects, as well as for an individual goal of a minimum of \$3 million per annum. If inappropriate advice, incorrect interpretation or improper financial analysis were conveyed to major donors or senior university administrators, millions of dollars could be incorrectly administered or unavailable for disbursement. UBC could be in direct violation of stewardship and trusteeship obligations to donors and for funds received through bequests.

The incumbent participates in decisions concerning the planning, organization and utilization of staff, staff selection and job performance reviews.

Qualifications

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 7 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Proven experience in Major-Gift fundraising and skilled in strategy development. Thorough knowledge of the university environment and academic structure is preferred. Experience working with a centralized fundraising system an asset. Ability to work independently while exercising good judgement at all times. Well-developed analytical and problem-solving skills are required, along with strategic thinking and skills in conflict resolution. Strong conceptual abilities combined with high attention to detail. Ability to work simultaneously on a variety of complex projects with imposed deadlines; ability to formulate strategic plans; Effective communication skills, verbal and written;



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strong interpersonal and negotiation skills required in liaising with major donors, corporate executives and senior university administration; Proven ability to work with the University's senior-most donors to advance the University's mission; Tact, diplomacy, discretion and sound judgment required. The incumbent should have the ability to plan, coordinate and supervise the work of others, in order to execute a variety of complex projects with imposed deadlines. Computer experience required; MS Windows environment, Microsoft Office preferred.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13552
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level B **Business Title:** Coordinator, Regional Recruitment (AMEA)
Department: Intern'l Student Initiative
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-27 **Available Openings:** 1

Job Summary

The role of Coordinator Regional Recruitment for the Americas, Middle East and Africa (AMEA) is critical to the sustained growth in international undergraduate enrolments for both UBC Vancouver and Okanagan campuses. The Coordinator Regional Recruitment leads the implementation of the team's annual cycle of recruitment activities and advising services carried out across the Americas, Middle East and Africa. The Coordinator initiates and cultivates long-term relationships with key feeder schools and organizations in sub-regions within AMEA, identifies new opportunities for recruitment, and initiates contact with new schools and potential new sources of qualified prospective students from the region, for both direct entry and the emerging pathways program. The Coordinator assesses strengths and weaknesses of existing recruitment operations and recommends changes in the recruiting program or processes that will maximize yield and expand UBC's presence in the AMEA markets. Provides overall guidance and direction to the international recruiter advisors as assigned.

Organizational Status

The Coordinator for Regional Recruitment reports to the Director of Regional Recruitment, Americas, Middle East and Africa. The Coordinator initiates contacts and builds relationships with key schools and counselors and other strategic partners in the AMEA region assigned. The Coordinator provides operational guidance and direction to the recruiters assigned to the AMEA team, and to the contractors working on behalf of the ISI and UBC in posts abroad within the region. The Coordinator represents the Americas, Middle East and Africa on cross-unit committees and working groups. The Coordinator regularly interacts with UBC's Admissions officers evaluating students from the region for admission, as well as with other members of Enrolment Services to ensure they understand the particular needs and concerns of the students from the AMEA region. The Coordinator works with the international student academic advisors in the Faculties and individual faculty members to operationalize their participation in selected recruitment and yield activities in the region. Liaises as well as with international student advisors in Student Development and Services, Student Housing and Hospitality Services and other units to ensure cross-unit efforts are synchronized to support the smooth transition of newly admitted ISI students from the AMEA region to UBC.

Work Performed

1. Coordination of Team AMEA's international recruiting advising operations and identification of new business opportunities in the region

The Coordinator, Regional Recruitment for the Americas, Middle East and Africa, works closely with the Director in developing the



strategic plan for recruitment for the region. Given their in-depth knowledge of the region, the Coordinator identifies new opportunities for expanding recruitment in the region and new sources of qualified students who would be admissible to UBC.

The Coordinator is key to the successful implementation of Team AMEA's recruitment plan, providing operational oversight for the wide range of recruitment activities taking place across the region, ensuring priority markets are addressed in accordance with the strategic plan, cultivating cross-team consistency and coherence in the initiating, planning and implementation of activities, monitoring for effectiveness, analyzing for achievement of results, and reporting to the Director on same.

Applying their knowledge of the competition from other post-secondary institutions, the Coordinator recommends strategies and tactics that would sustain UBC's competitive advantage in the region.

Drawing on his/her extensive experience recruiting in the region, the Coordinator anticipates the nature of the logistical issues that need to be addressed in order for the team to successfully deliver a cost-effective recruitment program. International recruitment takes place against constantly changing external conditions, whether economic or political. The Coordinator troubleshoots problems that arise in the course of the annual recruitment cycle and initiates resolutions, consulting with the Director on the more complex situations. Makes decisions about whether a planned trip should be cancelled or scaled back given the nature of the difficulties likely to be encountered, and recommends alternate ways or timing of trip to reach prospective students in the region.

Gathers feedback from recruiters and reviews evaluations of yield and recruitment activities solicited from clients, and recommends new approaches to the Director that would result in more effective results. Initiates and implements focus group sessions with UBC students from the region, to solicit their views on what more UBC could do to encourage more students from the region to choose UBC for their post-secondary plans, proposes any changes that need to be made and then leads the implementation of those changes across the team.

Develops new and more effective business processes to support effective planning and implementation of Team AMEA's recruitment and advising services, working proficiently with on-line collaborative planning tools such as wikis and the client relationship management systems to ensure cross-team collaboration for event and project management, management of leads, and general information sharing and records management.

Drawing on his/her in-depth knowledge of the secondary schools systems in the countries within the region, the Coordinator identifies UBC policies and processes that impact the successful admission of students from the region to the University, making recommendations to the Director for changes to ensure UBC is able to attract the best qualified students from the region. The Coordinator monitors educational reforms that may occur in the region, and proposes changes in UBC policies that may be required in response. The Coordinator also applies expertise in the post-secondary system in the region and recommends which institutions would provide the best opportunities for new streams of college university transfer students to UBC.

As a senior member of the AMEA recruiting team, the Coordinator will be expected to fulfill their share of international recruitment and advising responsibilities. However, there will be some constraints as more time will need to be spent in the office to provide overall coordination of the multiple activities carried out by the AMEA team during the annual recruitment cycle

2. Guiding and supervising a high-performance international recruitment and advising team

As the senior member of the AMEA recruiting team, the Coordinator provides significant operational guidance and direction to the AMEA recruiters assigned to the portfolio. Supervision consists of hiring, training, mentoring, and reviewing the performance of the recruiting team assigned.

The Coordinator ensures assigned recruiters adhere to best practice in international student advising, counselor relationship development, trip preparation, follow-up and other post-trip procedures. Identifies new procedures or processes that are needed to improve performance and overall productivity of the team, and carries out implementation. Monitors recruiter work-load or scheduling conflicts in terms of trip assignments and works effectively with the team to balance work and set priorities.



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In consultation with the Director, ensures staff adhere to UBC's travel policies and proactively assesses risks and ensures staff follow procedures governing safety and welfare for themselves and other UBC faculty staff who may participate in trips organized by ISI's AMEA team.

Liaises closely with ISI contract recruiter advisors stationed overseas in the emerging ISI basecamps in the AMEA region, maintaining frequent communication with these in-country advisors through email, Skype, and other means to ensure their efforts are coordinated with the home team's efforts. Works closely with the Director to develop training and orientation for these individuals to ensure they are knowledgeable about UBC's two campuses, academic programs, admission requirements, fees and application processes and procedures. Coordinates training trips to Vancouver and Okanagan and also provides in-country training and conducts site visits to monitor and assess effectiveness of the basecamp operations.

The Coordinator ensures all of Team AMEA activities are recorded in the ISI's master recruitment schedule and country visits listed on the public-facing you.ubc.ca website and communicates frequently internally within ISI to ensure individuals on the AMEA team and other ISI recruiting teams understand how their roles fulfill the ISI mandate.

3. Research and assessment

The Coordinator analyzes applications, admissions and registrations of students from the AMEA region, and prepares reports for the Director on other trends observed in the region assigned, proposing new initiatives or opportunities to pursue, and identifying means of achieving optimum results from recruitment in the region. Identifies opportunities for new business partners, government sponsors, and identifies new target markets market segments with recommendations on how they might be further developed.

Works with the Director Regional Recruitment for AMEA in drafting the team's annual report on recruitment in the region, gathers data on numbers of trips carried out, schools visited, students and counselors met, etc. Conducts analysis to determine costs per recruited student, and makes recommendations to the Director on what activities could be safely cut back and which should be further developed or would achieve better results if more resources were applied.

4. Budgetary responsibilities

The Coordinator works closely with the Director in developing the overall budget for recruitment within the AMEA regions, and subsequently works within that budget to carry out activities in the region. Exercises discretion and sound judgment in authorizing expenditures for travel, accommodation and other recruiting expenses, and analyzes costs in relation to expected outcomes. Reconciles the monthly ledgers for the sub-regional markets within the AMEA region, and works with the ISI's Admin team to ensure expense claims are submitted in a timely manner.

5. Develops partnerships

As a senior member of the recruiting team for the AMEA region, builds relationships with key schools and counselors and identifies other strategic partners in the region and cultivates and sustains their relationship with UBC. Works with alumni from the region to engage their support and participation in selected recruitment and yield activities within the region.

6. Other

Supervision Received

Reports to the Director of Regional Recruitment for the Americas, Middle East and Africa on a strategic basis, but works autonomously to operationalize team objectives.

Supervision Given



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Supervises a team of international recruiter advisors as assigned. Supervision consists of hiring, training, mentoring, and reviewing performance.

Consequence of Error/Judgement

This position is critical to fulfilling the International Student Initiative's mandate to recruit an increased number of international students from the Americas, Middle East and Africa in order to achieve faculty enrolment targets and the international tuition revenue goals of the University. The Coordinator is expected to identify and cultivate new schools to partner with, and new sources of qualified students. Failure to identify opportunities could lead to diminishing returns from the region over the long-term, and could damage UBC's competitive advantage in the region.

The position is key to sustaining quality assurance for activities carried out by the team in the AMEA region. The Coordinator's ability to monitor and assess performance, outcomes, results and to act on feedback from clients and recruiters in the field is critical to Team AMEA's effectiveness in supporting ISI's mandate and achievement of the University's long-term enrolment and international tuition revenue goals. The incumbent must draw on extensive recruiting experience and knowledge of the AMEA region in order to coordinate the myriad logistical aspects of a complex number of recruiting activities occurring simultaneously across the many sub-regions within the Americas, Middle East and Africa. Failure to exercise sound judgment, to anticipate and prevent problems before they emerge, inattention to mission-critical details could lead to cost increases, lost opportunities, put recruiters at risk, and ultimately limit the ISI's ability to achieve expected enrolment growth. .

Ultimately, poor decisions or judgment, or inability to manage projects and people within the demanding and changing international sphere will have detrimental effects both in the short term and the longer term on the University's enrolment goals, on its relationships with key partners abroad, and would in the end diminish the international community's confidence in and regard for UBC.

Qualifications

Undergraduate degree in a relevant discipline. . A minimum of 5 years of experience or the equivalent combination of education and experience. Related experience in the field of international education, or the equivalent combination of education and experience. Experience and understanding of the unique international student market, including knowledge of major international education systems and general admission requirements for students schooled outside of Canada as well as international students schooled within the Canadian secondary and college system; understanding of the importance of the international schools base for recruitment and the interests and concerns of international counselors. - Ability to execute a strategic plan, and to assess and analyze achievement of goals.

- Ability to manage and evaluate projects and lead implementation of initiatives
- Superior written and oral communication skills and demonstrated ability to present to groups large and small
- Ability to analyze and interpret data to support recommendations for change; ability to move from ideas to implementation
- Ability to develop and maintain cooperative and productive working relationships with peers and to work effectively as a senior member of a high performance, results-oriented team.
- Ability to exercise sound judgment ; a creative and resourceful problem solver
- Ability to prioritize and work effectively within often tight timelines and competing priorities. Ability to multi-task and pay attention to important details.
- Proficient with MS Office Applications and use of various management information systems; experience working with Client Relationship Management systems; experience working with UBC's Student Information System, and the ezRecruit system would be a definite asset.
- Previous experience living working within the US, Latin America, Middle East or Africa highly desirable.
- Demonstrated cross-cultural communication skills and fluency in one of the languages of the regions within AMEA, such as Spanish, Portuguese or Arabic, would be an asset.
- Preference given to Canadian citizens or permanent residents of Canada.



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UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13548
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level B **Business Title:** Coordinator, Regional Recruitment Asia and Europe
Department: Intern'l Student Initiative
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-27 **Available Openings:** 1

Job Summary

The role of Coordinator Regional Recruitment for Asia and Europe (A&E) is critical to the sustained growth in international undergraduate enrolments for both UBC Vancouver and Okanagan campuses. The Coordinator Regional Recruitment leads the implementation of the team's annual cycle of recruitment activities and advising services carried out across Asia and Europe. The Coordinator initiates and cultivates long-term relationships with key feeder schools and organizations in sub-regions within A&E, identifies new opportunities for recruitment, and initiates contact with new schools and potential new sources of qualified prospective students from the region, for both direct entry and the emerging pathways program. The Coordinator assesses strengths and weaknesses of existing recruitment operations and recommends changes in the recruiting program or processes that will maximize yield and expand UBC's presence in the A&E markets. Provides overall guidance and direction to the international recruiter advisors as assigned.

Organizational Status

The Coordinator for Regional Recruitment reports to the Director of Regional Recruitment, Asia and Europe. The Coordinator initiates contacts and builds relationships with key schools and counselors and other strategic partners in the A&E region assigned. The Coordinator provides operational guidance and direction to the recruiters assigned to the A&E team, and to the contractors working on behalf of the ISI and UBC in posts abroad within the region. The Coordinator represents the Asia and Europe region on cross-unit committees and working groups. The Coordinator regularly interacts with UBC's Admissions officers evaluating students from the region for admission, as well as with other members of Enrolment Services to ensure they understand the particular needs and concerns of the students from the A&E region. The Coordinator works with the international student academic advisors in the Faculties and individual faculty members to operationalize their participation in selected recruitment and yield activities in the region. Liaises as well as with international student advisors in Student Development and Services, Student Housing and Hospitality Services and other units to ensure cross-unit efforts are synchronized to support the smooth transition of newly admitted ISI students from the A&E region to UBC.

Work Performed

1. Coordination of Team A&E's international recruiting advising operations and identification of new business opportunities in the region

The Coordinator, Regional Recruitment for Asia and Europe , works closely with the Director in developing the strategic plan for



recruitment for the region. Given their in-depth knowledge of the region, the Coordinator identifies new opportunities for expanding recruitment in the region and new sources of qualified students who would be admissible to UBC.

The Coordinator is key to the successful implementation of Team A&E's recruitment plan, providing operational oversight for the wide range of recruitment activities taking place across the region, ensuring priority markets are addressed in accordance with the strategic plan, cultivating cross-team consistency and coherence in the initiating, planning and implementation of activities, monitoring for effectiveness, analyzing for achievement of results, and reporting to the Director on same.

Applying their knowledge of the competition from other post-secondary institutions, the Coordinator recommends strategies and tactics that would sustain UBC's competitive advantage in the region.

Drawing on his/her extensive experience recruiting in the region, the Coordinator anticipates the nature of the logistical issues that need to be addressed in order for the team to successfully deliver a cost-effective recruitment program. International recruitment takes place against constantly changing external conditions, whether economic or political. The Coordinator troubleshoots problems that arise in the course of the annual recruitment cycle and initiates resolutions, consulting with the Director on the more complex situations. Makes decisions about whether a planned trip should be cancelled or scaled back given the nature of the difficulties likely to be encountered, and recommends alternate ways or timing of trip to reach prospective students in the region.

Gathers feedback from recruiters and reviews evaluations of yield and recruitment activities solicited from clients, and recommends new approaches to the Director that would result in more effective results. Initiates and implements focus group sessions with UBC students from the region, to solicit their views on what more UBC could do to encourage more students from the region to choose UBC for their post-secondary plans, proposes any changes that need to be made and then leads the implementation of those changes across the team.

Develops new and more effective business processes to support effective planning and implementation of Team A&E's recruitment and advising services, working proficiently with on-line collaborative planning tools such as wikis and the client relationship management systems to ensure cross-team collaboration for event and project management, management of leads, and general information sharing and records management.

Drawing on his/her in-depth knowledge of the secondary schools systems in the countries within the region, the Coordinator identifies UBC policies and processes that impact the successful admission of students from the region to the University, making recommendations to the Director for changes to ensure UBC is able to attract the best qualified students from the region. The Coordinator monitors educational reforms that may occur in the region, and proposes changes in UBC policies that may be required in response. The Coordinator also applies expertise in the post-secondary system in the region and recommends which institutions would provide the best opportunities for new streams of college university transfer students to UBC.

As a senior member of the A&E recruiting team, the Coordinator will be expected to fulfill their share of international recruitment and advising responsibilities. However, there will be some constraints as more time will need to be spent in the office to provide overall coordination of the multiple activities carried out by the A&E team during the annual recruitment cycle. The coordinator will serve as Acting Director when the Director is away, to ensure continuity of leadership for the A&E team.

2. Guiding and supervising a high-performance international recruitment and advising team

As the senior member of the A&E recruiting team, the Coordinator provides significant operational guidance and direction to the A&E recruiters assigned to the portfolio. Supervision consists of hiring, training, mentoring, and reviewing the performance of the recruiting team assigned.

The Coordinator ensures assigned recruiters adhere to best practice in international student advising, counselor relationship development, trip preparation, follow-up and other post-trip procedures. Identifies new procedures or processes that are needed to improve performance and overall productivity of the team, and carries out implementation. Monitors recruiter work-load or scheduling conflicts in terms of trip assignments and works effectively with the team to balance work and set priorities.



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In consultation with the Director, ensures staff adhere to UBC's travel policies and proactively assesses risks and ensures staff follow procedures governing safety and welfare for themselves and other UBC faculty staff who may participate in trips organized by ISI's A&E team.

Liaises closely with ISI contract recruiter advisors stationed overseas in the emerging ISI basecamps in the A&E region, maintaining frequent communication with these in-country advisors through email, Skype, and other means to ensure their efforts are coordinated with the home team's efforts. Works closely with the Director to develop training and orientation for these individuals to ensure they are knowledgeable about UBC's two campuses, academic programs, admission requirements, fees and application processes and procedures. Coordinates training trips to Vancouver and Okanagan and also provides in-country training and conducts site visits to monitor and assess effectiveness of the basecamp operations.

The Coordinator ensures all of Team A&E activities are recorded in the ISI's master recruitment schedule and country visits listed on the public-facing you.ubc.ca website and communicates frequently internally within ISI to ensure individuals on the A&E team and other ISI recruiting teams understand how their roles fulfill the ISI mandate.

3. Research and assessment

The Coordinator analyzes applications, admissions and registrations of students from the AMEA region, and prepares reports for the Director on other trends observed in the region assigned, proposing new initiatives or opportunities to pursue, and identifying means of achieving optimum results from recruitment in the region. Identifies opportunities for new business partners, government sponsors, and identifies new target markets market segments with recommendations on how they might be further developed.

Works with the Director Regional Recruitment for AMEA in drafting the team's annual report on recruitment in the region, gathers data on numbers of trips carried out, schools visited, students and counselors met, etc. Conducts analysis to determine costs per recruited student, and makes recommendations to the Director on what activities could be safely cut back and which should be further developed or would achieve better results if more resources were applied.

4. Budgetary responsibilities

The Coordinator works closely with the Director in developing the overall budget for recruitment within the A&E regions, and subsequently works within that budget to carry out activities in the region. Exercises discretion and sound judgment in authorizing expenditures for travel, accommodation and other recruiting expenses, and analyzes costs in relation to expected outcomes. Reconciles the monthly ledgers for the sub-regional markets within the A&E region, and works with the ISI's Admin team to ensure expense claims are submitted in a timely manner.

5. Develops partnerships

As a senior member of the recruiting team for the A&E region, builds relationships with key schools and counselors and identifies other strategic partners in the region and cultivates and sustains their relationship with UBC. Works with alumni from the region to engage their support and participation in selected recruitment and yield activities within the region.

6. Other

Supervision Received

Reports to the Director of Regional Recruitment for Asia and Europe on a strategic basis, but works autonomously to operationalize team objectives.

Supervision Given



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Supervises a team of international recruiter advisors as assigned. Supervision consists of hiring, training, mentoring, and reviewing performance.

Consequence of Error/Judgement

This position is critical to fulfilling the International Student Initiative's mandate to recruit an increased number of international students from Asia and Europe in order to achieve faculty enrolment targets and the international tuition revenue goals of the University. The Coordinator is expected to identify and cultivate new schools to partner with, and new sources of qualified students. Failure to identify opportunities could lead to diminishing returns from the region over the long-term, and could damage UBC's competitive advantage in the region.

The position is key to sustaining quality assurance for activities carried out by the team in the A&E region. The Coordinator's ability to monitor and assess performance, outcomes, results and to act on feedback from clients and recruiters in the field is critical to Team A&E's effectiveness in supporting ISI's mandate and achievement of the University's long-term enrolment and international tuition revenue goals. The incumbent must draw on extensive recruiting experience and knowledge of the A&E region in order to coordinate the myriad logistical aspects of a complex number of recruiting activities occurring simultaneously across the many sub-regions within Asia and Europe. Failure to exercise sound judgment, to anticipate and prevent problems before they emerge, inattention to mission-critical details could lead to cost increases, lost opportunities, put recruiters at risk, and ultimately limit the ISI's ability to achieve expected enrolment growth. .

Ultimately, poor decisions or judgment, or inability to manage projects and people within the demanding and changing international sphere will have detrimental effects both in the short term and the longer term on the University's enrolment goals, on its relationships with key partners abroad, and would in the end diminish the international community's confidence in and regard for UBC.

Qualifications

Undergraduate degree in a relevant discipline. . A minimum of 5 years of experience or the equivalent combination of education and experience. Related experience in the field of international education.

- Experience and understanding of the unique international student market, including knowledge of major international education systems and general admission requirements for students schooled outside of Canada; understanding of the importance of the international schools base for recruitment and the interests and concerns of international counselors. - Ability to execute a strategic plan, and to assess and analyze achievement of goals.
- Ability to manage and evaluate projects and lead implementation of initiatives - Superior written and oral communication skills and demonstrated ability to present to groups large and small
- Ability to analyze and interpret data to support recommendations for change; ability to move from ideas to implementation - Ability to develop and maintain cooperative and productive working relationships with peers and to work effectively as a senior member of a high performance, results-oriented team.
- Ability to exercise sound judgment ; a creative and resourceful problem solver.
- Ability to prioritize and work effectively within often tight timelines and competing priorities. Ability to multi-task and pay attention to important details. - Proficient with MS Office Applications and use of various management information systems; experience working with Client Relationship Management systems; experience working with UBC's Student Information System, and the eRecruit system would be a definite asset.
- Demonstrated cross-cultural communication skills and fluency in one of the major languages used in Asia or Europe would be an asset.
- Previous experience living or working within Asia or Europe highly desirable.
- Preference given to Canadian citizens or permanent residents of Canada.



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UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13506
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level C **Business Title:** Director of Business Acquisition and Development
Department: The Sauder School of Business
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-30 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-24 **Available Openings:** 1

Job Summary

Responsible for developing and managing the implementation of business strategies to drive local, national and international business acquisition and development for the suite of professional graduate programs within the Robert H. Lee Graduate School at the Sauder School of Business.

Manages the business acquisition and development team, including recruiting and admission managers, communication manager, event manager, and admissions officers. Also provides support to the Engagement Director on student engagement platforms, and to the Market Intelligence and Strategic projects Officer within the Robert H. Lee Graduate School.

Evaluates existing practices, conducts market analysis, researches companies, establishes personal contact with industry employers and associations in local, national, and international markets.

Interacts with the Marketing and Communications team, with Executive Education Business Development Managers, Senior Consultants Program Development Managers in Corporate Services for follow up on opportunities for linking professional graduate programs with customized educational programs, needs analyses and advisory services, as well as with external service providers relevant to the implementation of business acquisition and development strategies.

Organizational Status

Reports to the Assistant Dean, Robert H. Lee Graduate School.

Externally, this position interacts with local, national and international students and organizations, and industry association representatives ranging from senior level executives to human resources staff. Liaises with UBC campus wide programs and services.

Negotiates and reviews project work with outside suppliers on global business acquisition events.

Internally, this position manages the business acquisition and development team, works closely with the Student Experience Managers, and the Marketing and Communications team, and interacts with students, faculty members, Alumni and External Relations, and Business Career Center.

Work Performed

Leadership and Management

1. Leads the development of the core value proposition for the Robert H. Lee Graduate School program portfolio, market selection, targeting and positioning, to enhance the long-term business success of the various programs within the Robert H. Lee graduate school portfolio.
2. Develops and leads the implementation of short and long-term marketing strategies for student recruitment and strategic



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partnerships with key organizations.

3. Sets annual objectives for the team and propose, manages and monitors the key business acquisition dashboard and metrics, as well as the corresponding annual working budget.
4. Supervises staff of the business acquisition and development team, including recruiting and admission managers, communications manager, event manager, and admission officers.
5. Manages the day-to-day operations in this area.

Business Development

1. Develops business relationships with key local, national, and global organizations through research, personal meetings, and attendance at events to increase knowledge of Robert H. Lee graduate school offerings and program expertise in the market. Work to match portfolio elements (Full-time MBA, Part-time MBA, International MBA, EMBA, MM, Early Career Masters) with potential industry needs. This requires thorough knowledge of the portfolio, as well as industries, the marketplace, and individual organizations.
2. Develops relationships with organizations via personal company visits, assessing needs, helping companies integrate their employee retention strategies with the Robert H. Lee Graduate School and campus-wide programs, events, and opportunities.
3. Maintains relationships with business development managers at other top business schools to explore joint market development in international markets, and by providing opportunities to directly access targeted students (via clubs, student events and conferences, Career Centre skills training workshops, global summer programs).
4. Gathers information on competitors' marketing activities.
5. Develops and initiates surveys in support of creating strategies and developing plans.

Internal Relations & Marketing

1. Develops and implements comprehensive marketing strategies to communicate effectively with the internal market (current students, faculty and administration, and the faculty advisory board) regarding business recruitment activities
2. Organizes, implements and reports on the progress of business development and marketing efforts to the Assistant Dean and Associate Dean of Professional Graduate programs. Evaluates the effectiveness of the efforts through comprehensive dashboards and metrics
3. Works with the Business Career Center and Alumni teams to ensure co-ordinated activities.
4. Works with the Marketing Communications team to ensure updated content of relevance on the Robert H. Lee Graduate School website
5. Seeks to leverage activities within the suite of MBA programs, MM OR, and Early Career Master students in the coordination and promotion of relevant events, such as networking events with industry representatives
6. Liaises with other University services and programs to promote co-operative and collaborative communications
7. Closely coordinates business development activities with the other business development managers at the Sauder School of Business

External Marketing

1. Develops and implements comprehensive marketing strategies for the Robert H. Lee Graduate School in local, national and international markets. Identifies target markets, determines appropriate methods of communication and conversion of business pipeline, including travel to international industry events
2. Responds to student, staff and employer leads and inquiries relating to recruitment and long term relationship building.
3. Manages key existing corporate relationships, including keeping external market informed about upcoming events, programs, and opportunities.
4. Develops and designs content and marketing materials in support of promotions for the Robert H. Lee Graduate School portfolio.
5. Coordinates production of materials, communications, articles and information.
6. Forecasts trends and modifies marketing efforts accordingly.
7. Works with relevant parties to support the brand and reputation of the programs and the school locally and globally.

Supervision Received

Works independently under general guidance from the Assistant Dean, Robert H. Lee Graduate School. Participates in setting goals and objectives with the Assistant Dean, Robert H. Lee Graduate School and other Managers.

Supervision Given



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Delegates and reviews the work of the three business development managers and one marketing co-ordinator. Hires and supervises staff and student assistant(s). Hires and manages contract work performed by outside suppliers such as market research firms.

Consequence of Error/Judgement

Makes independent decisions and recommendations in areas of planning, organizing and scheduling of work. Exercises judgement and tact in dealing with prospective students, employers, faculty members and students.

This position represents the Sauder School of Business, the students and the university. Incorrect decisions judgement will directly affect the Sauder School of Business and UBC's reputation with the employer community and future alumni of the faculty. Incorrect decisions would have impact on the employment of students, the operations of the programs, and the reputation of the Faculty and the University.

Qualifications

Undergraduate degree in a relevant discipline. Prefer Masters degree in business administration. Minimum of six years experience or the equivalent combination of education and experience. A minimum of 8 years of experience in marketing and business development or the equivalent combination of education and experience. . Excellent interpersonal, communication, research and sales skills with a particular focus on initiating and maintaining relationships with clients. Effective organizational, supervisory, and presentation skills required. Experience in cold calling an asset. Familiarity with universities or business school environments would be an asset. Strong customer services attitude and skills. Computer skills required (Word for Windows, Excel, Internet, database and email).

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13520
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level D **Business Title:** Executive Director
Department: Faculty of Law
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-20
Job End Date: 2013-08-30 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-07-31 **Available Openings:** 1

Job Summary

The National Centre for Business Law (NCBL) is part of the Faculty of Law at Allard Hall, located at UBC's Point Grey Campus and at Robson Square. Its purposes are: 1) to encourage business law scholarship at UBC Law, by obtaining research funds to support faculty scholarship and facilitating links with business law scholars at UBC and other institutions; 2) to provide a focus for business law education at UBC Law, through various workshops and intensive courses and through a business concentration culminating in a business law capstone course (Law 466); and 3) to promote engagement between UBC Law and the business community through public lectures and conferences and a regular speakers series.

The Executive Director will provide leadership and planning for the NCBL, with responsibilities for the overall management of the Centre, representing the Centre to the legal community, networking within the legal community, and developing and implementing the Centre's strategic vision and new initiatives and programs. Typical responsibilities will include: planning and implementing business opportunities; developing, writing and implementing proposals for strategic partnerships; initiating, developing, managing, modifying and maintaining programs that support the strategic vision of the Centre; establishing and maintaining effective communication with stakeholders; designing and managing the Centre's annual budget and annual report; raising funds for the Centre; assisting faculty with applications for research funds; helping to coordinate business law education at UBC Law; organizing NCBL events; and managing the Centre's operations and promotional efforts. An important function within this role is to maintain and enhance the visibility and reputation of the Centre and the Faculty locally, nationally and internationally. In this leadership position, the Executive Director will work in consultation with the Dean, administrative units and external partners.

Organizational Status

Reports to the Dean and the Faculty Director of the NCBL. The Executive Director is expected to work closely with the Faculty Director of the NCBL, the Faculty NCBL Committee, the NCBL Dean's Advisory Committee (DAC), and the External Relations Office.

Work Performed

.Strategic Planning and Implementation: The Executive Director will develop and implement strategic plans for the NCBL, including the development of strategic partnerships, fundraising, research initiatives, educational programs, and public events.

Communication and Relationship Management: The Executive Director will be responsible for communicating with and maintaining



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relationships with external stakeholders and strategic partners, networking within the legal community, representing the National Centre for Business Law to the legal community, and developing new partnerships in order to promote the goals of the NCBL.

Fundraising: The Executive Director will identify, direct, design and manage the fundraising activities of the Centre.

Budget and Annual Report: The Executive Director will manage the overall budget and financial viability of the Centre, ensuring approvals, transparency and reports for the appropriate decision making bodies.

Operations and Promotion: The Executive Director is responsible for managing the overall operations of the Centre including securing cash-flow and ensuring the financial viability of the organization. The Executive Director is also responsible for promoting the NCBL in order to maintain and enhance the visibility and reputation of the Centre and the Faculty locally, nationally and internationally.

Academic and Research Programs: The Executive Director will help coordinate research and educational programs in business law at UBC Law, including:

- a) program coordination for research grants,
- b) identifying adjunct instructors to help deliver the business law concentration -, supervising the business law capstone course, advising students on requirements to satisfy the program, recommending and implementing changes to the program;
- c) identifying potential visiting scholars, coordinating their invitation by the Dean, and organizing their visits to UBC Law together with the Associate Dean Academic and Faculty's Event Coordinator; and
- d) suggesting and assisting with other business law educational programs at UBC Law.

Event Planning and Organization: The Executive Director will help plan and organize NCBL events, including the NCBL annual general meeting, meetings of the Dean's Advisory Committee, the Vancouver Speakers Series; and public lectures and conferences.

The position provides an exciting opportunity to take the lead helping to build one of the Law Faculty's key research centres, working with an energetic and talented group of scholars in the business law area.

Supervision Received

Works with wide latitude.

Supervision Given

Provides functional direction and may assign and direct the work of writers and facilitators.

Consequence of Error/Judgement

The position has a direct impact on the reputation of the NCBL and the Faculty of Law at Allard Hall. Initiative and sound judgment can enhance the reputation and impact of the Centre and improve its ability to raise funds to support pursuits. Poor decisions can negatively affect the reputation of the NCBL and the Faculty of Law and hinder their ability to raise funds.

The position provides an exciting opportunity to take the lead helping to build one of the Law Faculty's key research centres, working with an energetic and talented group of scholars in the business law area.

Qualifications

Undergraduate degree in a relevant discipline. Possession of a JD or LLM required, which is sufficient to meet the undergraduate



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degree requirement. Completion of a wide range of courses in business law (such as commercial law, corporate and securities law, tax law and or trade law) and or an undergraduate degree in commerce, economics or other business-law related discipline are preferred. A minimum of 8 years of experience in communications and planning or the equivalent combination of education and experience. For this particular position, some level of experience in business law, working in legal practice or a comparative academic or policy setting will be sufficient to meet the experience requirement. The position also requires effective communications skills, both oral and written; demonstrated leadership and management skills; ability to carry out financial reporting and strategic planning; and initiative.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13543
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** Engineering Advisor
Department: UBCO-Faculty of AppliedScience
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-27 **Available Openings:** 1

Job Summary

The School of Engineering Engineering Advisor is responsible for developing, providing, evaluating and assessing academic advising services, programs and projects for the School of Engineering to support the academic success, professional development and retention of domestic and international students registered in the Bachelor of Applied Science program.

Organizational Status

The School of Engineering is one of the departments within the Faculty of Applied Science at the University of British Columbia. The Faculty of Applied Science consists of six Engineering Departments and four schools, Architecture & Landscape Architecture, Community & Regional Planning and Nursing, at UBC Vancouver and the School of Engineering in Kelowna. It is also one of two bridging Faculty between the two campuses.

The Engineering Advisor reports to the Manager of Administration and works with the Associate Director for Undergraduate Studies at the School of Engineering. The incumbent works independently, with initiative and considerable autonomy under the general supervision of the Manager of Administration. The Engineering Advisor consults regularly with Enrolment Services, Student Development and Advising, Faculty of Applied Science Dean's Office Engineering Student Services, and student services departments elsewhere on campus. This position will hire and supervise students hired for special projects. A wide latitude of decision-making is required.

Work Performed

1. Provides student advising and counseling by:
 - Advising School of Engineering undergraduate students with academic matters and addressing student inquiries of a complex and unique nature.
 - Advising students on academic planning, admission procedures, program changes, elective selection, study abroad and Go Global exchange opportunities.
 - Providing interpretation of University and School of Engineering policies.
 - Adjudicating student records and assessing academic progress of engineering undergraduates to determine academic year standing and promotion, including eligibility for graduation.
 - Evaluating and reviewing graduation requirements, calculating graduation class standings and identifying candidates for a Degree with Distinction.



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- Investigating and evaluating discrepancies in student records.
- Counseling students on financial aid, awards, housing and personal matters.
- Referring students to appropriate support services for assistance.
- Reviewing and selecting applications for exchange programs for incoming and outgoing students, and advising students preparing to go on exchange.

2. Provides student services to the School of Engineering student services by:

- Developing and implementing administrative policies and procedures for engineering students and programs.
- Evaluating transfer credits, maintaining a database of past transfer credit decisions.
- Consulting with faculty members on assessment of courses not previously reviewed.
- Reviewing, evaluating, and making decisions on applications for academic concession, and deferred and supplemental examinations.
- Coordinating and approving material for Committee on Appeals, Standings and Courses (CASC) meetings and acting as a resource to the Committee on policies, procedures and guidelines.
- Advising engineering faculty members regarding program policies and procedures.

3. Responsible for Undergraduate Scheduling and Timetabling by:

- Developing the academic course schedules and standard timetables, based on thorough knowledge of the degree requirements for the various programs.
- Authorizing changes to course schedules including room scheduling and ensuring accuracy of course schedule information prior to publishing.

4. Responsible for Undergraduate Competitions, Events and Committees by:

- Managing engineering student competitions and student retention events on and off-campus.
- Managing the Engineering One Awards ceremony and subsequent student award ceremonies as they are announced.
- Coordinating the Professional Activities Fund program for the School and processing Professional Activities Fund requests.
- Supporting students to enhance and develop engineering competitions and "engineering clubs".
- Collaborating with colleagues in Student Development and Services including Career Services, Counseling Services, Student Recruitment, and International Student Development to build resources and programs to enhance the undergraduate experience of School of Engineering students.
- Representing the School and coordinating School of Engineering involvement at recruitment events such as "Beyond First Year", "Welcome Session" and "Counselor Days".
- Developing and managing student retention events on and off campus.

5. Responsible for the recruitment website and materials by:

- Managing the School of Engineering undergraduate website.
- Generating and vetting published material on admission to, and engineering programs within, the School.
- Reviewing and vetting UBC student recruitment materials such as the Intercollegiate Studies Institute Viewbook, Shift College and University Transfer guides and similar materials.

6. Performs general duties by:

- Participating and accepting responsibilities as a member of the School of Engineering team.
- Performing other duties as required by the Associate Director of Undergraduate Studies or the Manager of Administration.

Supervision Received

The Engineering Advisor works independently under the general direction of the School's Manager of Administration and Associate Director of Undergraduate Studies.

Supervision Given

This position may supervise clerical staff and or student workers (co-op students, work-study students).



Consequence of Error/Judgement

Judgment requires a thorough knowledge of the policies and procedures of the University and the Faculty of Applied Science and the School of Engineering. Misinterpretation of the University's or Faculty's policies and or providing incomplete or inaccurate information to students can adversely impact UBC's ability to recruit students and on students' ability to achieve their academic and professional goals. Advising decisions directly affect the quality of the student undergraduate experience. Poor performance in this position would contribute to inefficient operation and low quality service. This in turn affects the reputation and credibility of the University thus affecting the recruitment and retention of students. Not considering the intercultural aspects of communication with and commitment to students can adversely affect the Engineering Advisor's ability to function in a culturally diverse environment. Administration decisions directly affect the School of Engineering's ability to operate efficiently. Errors in decision making have a serious negative affect on the Office's ability to carry out its program and service responsibilities. Poor management of staff or volunteers may lead to inefficiency, discontent or grievances. Inability to work cooperatively with students, staff, and faculty will jeopardize the effective provision of services to students.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. A minimum of two years of related experience in post-secondary advising or counselling and administration or an equivalent combination education and experience. Exceptional oral and written communication and interpersonal skills (creative, diplomatic, inter-culturally sensitive, patient, tactful, etc.). Ability to work independently (with initiative) and within a team environment. Excellent analytical and problem-solving skills. Good decision-making abilities. Ability to handle stress within a multi-faceted work environment. Information technology skills, including word processing, desk-top publishing, spreadsheets, web design technologies, communications are an asset. Ability to travel outside UBC. Experience working with international students an asset.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13542
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level C **Business Title:** Associate Academic Advisor
Department: UBCO-Academic Advising
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

Job Summary

Associate Academic Advisors are responsible for developing, providing, and assessing academic advising services, programs and projects for the Academic Advising department in order to support the academic success, personal development and retention of UBC Okanagan campus students enrolled in all undergraduate programs.

Additional responsibilities for this position include: overseeing programs in support of Student Development and Advising, such as recruitment and retention activities and using information technology as it relates to Academic Advising.

Organizational Status

The Associate Academic Advisor reports to the Senior Academic Advisor. The incumbent works independently under the general supervision of the Senior Academic Advisor and or Director of Student Development and Advising. The Associate Advisor interacts regularly with Academic Advising personnel, faculty and university members, departmental advisors, and student personnel elsewhere on campus.

Work Performed

1. Provides development, assessment and advisement services to students by:
 - Assessing and interpreting student's academic and personal goals and identifying appropriate programs.
 - Planning programs with students, evaluating students' academic performance, providing support and resources, and assessing academic goals.
 - Providing advice on University and degree program requirements and admission criteria.
 - Assisting students with course selection to ensure they meet degree requirements and selected program prerequisite requirements.
 - Helping students to develop a holistic view of academic and career plans in order to balance academic, professional, social and personal demands.
 - Assisting students in investigating alternate and or additional educational options.
 - Investigating and helping resolve complex student program issues.
 - Evaluating and assisting student's requests to study outside the UBC Okanagan campus.
 - Interpreting and advising on University policies and procedures as they apply to individual student programs.
 - Advising students on official Calendar policy, procedures and regulations.
 - Reviewing student requests for academic concession and providing appropriate advice, action and follow-up.
 - Identifying students in crisis, either personal or academic, and advising on available academic options and personal support



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services on campus.

- Advising students about the development of career plans and providing referrals to the appropriate campus units for further exploration.
- Educating students on basic data related to employment, occupational trends and other career information.
- Evaluating discrepancies in student records (eg. ungraded courses, year levels, program specializations, changes in registration, credit loads). Authorizing changes where appropriate.

2. Provides support to Student Development and Advising by:

- Participating in advising events designed to improve the undergraduate experience and assisting students with the cultural and academic transition to UBC.
- Evaluating programs and making recommendations for improvements.
- Participating in advising and orientation events organized by other UBC faculties and departments.
- Participating in education and career fairs, and on-campus recruitment and outreach events for prospective students, their parents, secondary school counselors, and college counselors.
- Contributing to the ongoing development of Degree Navigator, providing feedback to the Senior Advisor Director, Faculty and Degree Navigator support.

Supervision Received

The Associate Advisor works independently under the general direction of the Senior Academic Advisor and or Director of Student Development and Advising.

Supervision Given

No supervision required.

Consequence of Error/Judgement

Misinterpretation of University policies can cause students serious difficulties in attaining their educational objectives. Advising decisions directly affect the quality of a student's undergraduate experience. Poor performance in this position will contribute to inefficient operation and low quality service being provided by Academic Advising. In turn, this not only affects the reputation and credibility of Academic Advising and the University, but also our ability to recruit and retain students. If an Associate Advisor does not consider the intercultural aspects of communication with students, this can negatively affect the advisor's ability to function in a culturally diverse arena. Errors in decision making can have a serious negative effect on the Department's ability to carry out its mandate.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Exceptional interpersonal skills. Ability to communicate effectively verbally and in writing. Excellent time management, organizational, analytical and problem solving skills. Ability to work independently with initiative, and effectively within a team environment. Ability to handle stress within a multifaceted work environment. Able to travel outside the UBC Okanagan campus. Experience working with international students an asset. Information technology skills, including word processing, desktop publishing, report design use of the internet, etc. Knowledge of the Student Information System and Student Information Service Centre an asset.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13511
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level C **Business Title:** IMBA Program Manager (Shanghai)
Department: The Sauder School of Business
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-16 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-24 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

This position is responsible for managing the local operations of the IMBA Program in China which includes program marketing, recruitment, admissions, academic support, student advising and external liaison of the UBC IMBA in Shanghai. The UBC IMBA is offered in Shanghai in co-operation with Shanghai Jiao tong University (SJTU) so the office is located in Shanghai, China.

Organizational Status

The position reports to the Academic Director of the IMBA and the Assistant Dean of Masters' Programs at the Sauder School of Business in Vancouver. The position will also work closely with the Director appointed by SJTU in Shanghai, as well as the Associate Director of Admissions & Recruitment at the Sauder School of Business in Vancouver.

Work Performed

Marketing, Recruiting & Admissions:

Designs the annual marketing plan with input from the academic director and other relevant people. Organizes resources in the Shanghai Office to execute the marketing plan. Manages other relevant marketing activities.

Promotes the UBC IMBA in China via media advertising, information sessions, networking seminars and other suitable methods.

Researches and conducts appropriate visits to a variety of contacts in enterprise both in private and public organizations in Shanghai and its vicinity to attract applications and corporate sponsorships.

Organizes all student recruitment activities in China and researches relevant competitors annually for recommended activities for the future.

Organizes and implements follow-up activities with potential candidates after information sessions, education fairs and direct mailing campaigns.

Responds to program inquiries and manages databases for prospective applicants.

Meets, screens, interviews and performs background checks for all applicants to make recommendations for admission decisions.

Facilitates complete application materials to the Sauder School of Business in Vancouver.

Represents the school at MBA fairs to promote the IMBA, and other Sauder programs as required.

Alumni Relations, Student Services, & Academic Support:



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Organizes events and activities related to the UBC IMBA for students and alumni.
Manages alumni relationships and database contacts.
Acts as a liaison between IMBA students in Shanghai and the Sauder School of Business in Vancouver on complex issues. Interprets and enforces academic policies and provides advice to students as required.
Oversees local office operations in Shanghai for the program. Hires, trains and evaluates local support employees as required.
Manages staff team and helps to manage finances for IMBA in Shanghai.
Oversees local Shanghai logistics to provide teaching support for academic courses for instructors and students.
Oversees and evaluates local student service support and recommends policy or procedural changes.
Ensures academic standards and procedures are carried out in Shanghai in appropriate manners that uphold the academic integrity of the program and the school.
Provides input into annual program budgets and forecasting.
Researches information and provides support for other relevant business school activities in China.
Performs other duties as required for the program and the school.

Supervision Received

This position works independently under guidance of the Academic Director and broad direction from the Assistant Dean of Masters' Programs.

Supervision Given

Supervises staff team in Shanghai.

Consequence of Error/Judgement

This position plays a key role in the success of the UBC IMBA since the program is offered off site in another location from the Sauder School of Business. This position is responsible for program objectives that are tied strongly to student enrolment and satisfaction of the program. Poor decisions will impact the short and long term goals of the operations and financial viability of the program. Errors in judgement could significantly affect the administration of the program and reputation of the school and the university. Poor management could result in disgruntled staff, unhappy students and possible damage to the relationship between UBC Sauder and SJTU Antai. Office environment at SJTU in Shanghai, China.

Qualifications

Undergraduate degree in a relevant discipline. Business Degree preferably an MBA. Minimum of three years experience or the equivalent combination of education and experience. Experience working or studying in China. Must be fluent in both English and Chinese (Mandarin) languages. Demonstrated skills and aptitude for sales and marketing. Strong computer literacy. Staff supervisory experience. Must be able to work weekends, evenings as well as some travel as required. Good communication skills and proven ability to work well in cross-cultural team environments.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13513
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level C **Business Title:** Associate International Student Recruiter&Advisor
Department: Intern'l Student Initiative
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-24 **Available Openings:** 1

Job Summary

To provide effective recruiting and advising services to international (visa) students and Canadian students schooled outside of Canada as well as international students studying in Canada on behalf of the University, with the goal of encouraging well-qualified students to seek admission to the University's undergraduate degree programs at both campuses, UBC Vancouver as well as UBC Okanagan. Advises students with international credentials concerning University admission criteria and specific program requirements for admission. With direction, plans and executes a wide range of recruiting and advising services in a variety of settings.

Organizational Status

Reports to the ISI Director Regional Recruitment on a strategic basis and to the Coordinator Regional Recruitment on an operational basis, and works collaboratively with members of other ISI regional teams and ISI staff at both the UBC V as well as the UBC O campus. Works closely and collaboratively with academic advisors and other faculty or staff involved with international students in the Faculties and student service units to support the recruitment, advising, admission and transition to UBC of an increased number of international undergraduate students from the region assigned.

Work Performed

1. In consultation with the Coordinator Regional Recruitment, plans, organizes and conducts visits to secondary schools and colleges in the region assigned, to meet with counselors and advise prospective undergraduate students. May involve meeting with prospective visiting students or students intending to transfer to UBC from other post-secondary institutions. May involve carrying out research on new schools to target. Plans and coordinates all aspects of preparation for overseas trips as assigned, to ensure activities are well-organized, efficient and cost-effective. Carries out all international recruiting and advising services in a professional manner.
2. Prepares and delivers effective presentations to groups large and small, proficiently using multi-media materials and other collateral to support public presentations. Plans and delivers effective group advising sessions in a variety of settings, focusing on studying at UBC in particular but may also present more generally about studying in Canada. Delivers presentations as scheduled for the weekly Campus Tour program and participates in the planning and delivery of other On-Campus recruitment activities targeted to international students and their families or visiting secondary school counselors.



3. With overall guidance and direction from the Coordinator, Regional Recruitment, plans, organizes and conducts special events such as Applicant Information Sessions or other types of yield events overseas or on campus, as required. In regard to overseas activities, may liaise with consular or trade commissioners at Canadian Consulates or Embassies abroad. On-campus yield events may involve close collaboration with the domestic recruitment team at UBC.
4. Conducts appropriate follow-up with contacts made with prospective students and counselors during overseas visits. Evaluates the outcomes of various recruiting activities, preparing post-trip reports in a timely manner, and making recommendations for changes or improvements to the Coordinator, Regional Recruitment. Reports to the Coordinator, Regional Recruitment, on such matters as changes to countries' educational systems, observations of market trends, competitors' activities, and identifies emerging international education opportunities for UBC in the region visited.
5. Advises prospective international students, school counselors, and others on current academic program opportunities at the University, on admission requirements, prerequisite studies required for certain programs, English language proficiency requirements, international student tuition fees, and Canadian study permit requirements. Provides information on housing and other student services available to international students at UBC. Advising takes place at secondary schools, at colleges for college transfer students, or at selected education fairs, as well as with individual students and their parents visiting the UBC campus. Advising also takes place through telephone, electronic mail and web-based correspondence with students, their families and counselors.
6. Applies in-depth knowledge and understanding of complex requirements and admissions policies, as well as knowledge of foreign credentials, international documentation and different countries' educational systems, in responding appropriately to inquiries. Provides students seeking admission to the University with a preliminary evaluation of their admissibility or non-admissibility to their choice of program, based on the student's current level of schooling and course work. Dealing with the latter requires tact, cultural sensitivity and discretion, and includes offering students who do not currently meet UBC admission criteria advice on what they can do to prepare themselves academically for future admission to the University. Conducts follow-up on prospective international students as appropriate.
7. Conducts a preliminary assessment of an applicants' English language proficiency on the basis of the applicants' background and advises applicants on all of the acceptable ways to demonstrate their English language proficiency for admission to UBC. Requires knowledge of international English language proficiency tests and the minimum test scores acceptable to UBC.
8. Participates in the planning and provision of on-arrival and transition support services for newly admitted international students, including providing students with registration support and advising on course selection, housing applications, and other matters pertaining to their transition to UBC. Liaises with the faculties and with advisors within International Student Development in providing this transitional support.
9. Provides in-put and feedback to ISI's Prospective Student Marketing, Communications and Social Media team in the development of promotional print and multimedia materials used for recruitment and advising purposes.
10. Participates in interactive on-line chat and other types of virtual meetings with prospective students, applicants and newly admitted students to encourage their interest in UBC.
11. Works proficiently with the Student Information System, the Client Relationship Management system and other data management systems to obtain information on the status of a student's inquiry or application for advising purposes. Works proficiently with the ezRecruit CRM system to plan school visits, record data obtained from schools, run reports, and communicate with prospects and applicants. Under direction of the Coordinator, Regional Recruitment, mines data on the progress and origin of applications, and monitors yield rates by school and region in terms of applications, eligibilities and registrants, to better inform future activities in a region.
12. May participate in the hiring, training and supervision of student assistants and clerical support staff. May assist in the training of other new Associate International Student Recruiter Advisors who join the regional team.



13. Undertakes other recruitment, advising and program development activities as required, in keeping with the terms of the position. May represent the unit on cross-unit projects or on other University committees as assigned.

Supervision Received

Works independently without direct supervision but within established guidelines, in close consultation with the Coordinator, Regional Recruitment. . Works closely and cooperatively with the other recruiter advisors assigned to the regional team, as well as with other staff in the ISI and within the University to meet the goals and objectives of the International Student Initiative. Exercises initiative, diplomacy, tact, resourcefulness and sound judgment when representing the University, particularly in settings that are distant from UBC. Must exercise cross-cultural sensitivity and intercultural skills when advising prospective students with different linguistic and cultural backgrounds. Must employ tact and diplomacy in interactions with Canadian Embassy Consular personnel, with parents of prospective students, with counselors and institutional representatives, as well as with faculty and staff at UBC.

Position is subject to annual performance reviews.

Supervision Given

Participates in the hiring, training and supervising of students assistants as required; may assist with training and supervision of support staff.

Consequence of Error/Judgement

This position is responsible for providing effective recruitment services and delivering accurate information about degree programs and admission to the University's undergraduate faculties. The dissemination of inaccurate information, exercise of poor judgment, without due tact and sensitivity would result in the loss of confidence in UBC by the student, the student's parents and school counselors and could jeopardize the school's relationship with UBC. Poor performance in carrying out recruitment and advising services would damage the University's reputation abroad and at home. Advising overseas students, counselors, and others incorrectly could have serious and costly consequences for the prospective student. Inability to plan and carry out costly international activities in a well-organized and professional manner could result in lost opportunities and cost overruns. Poor performance would reflect negatively not only on the ISI, but on the University as a whole and would deter international students from choosing UBC thus jeopardizing the University's ability to meet its international student enrolment objectives.

Qualifications

Undergraduate degree in a relevant discipline. A sound knowledge of University admission criteria, services and resources for international students. Knowledge of British secondary school systems, the International Baccalaureate, and other major international secondary educational systems would be an asset. Minimum of three years experience or the equivalent combination of education and experience. A marketing or public relations background would be an asset. International experience required. Experience working or living abroad is highly desirable. Experience in event planning would be an asset. Experience using UBC's in-house Student Information System, or experience using similar management information systems. Demonstrated ability to communicate effectively orally and in writing and to perform effectively in public-speaking roles. Excellent interpersonal and diplomacy skills as well as demonstrated ability to work effectively across cultures. Candidates must be proficient in at least one other language in addition to English, such as Mandarin or Cantonese, Spanish, Arabic, or Portuguese. Demonstrated ability to work effectively as a member of a high-functioning team in a fast-paced and results-oriented office environment. Ability to take initiative and exercise resourcefulness. Ability to travel extensively internationally as required. Possession of a valid BC Driver's License and access to a car. Proficiency in using Excel, Outlook, and other standard office software required.

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persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13514
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level C **Business Title:** Associate International Student Recruiter&Advisor
Department: Intern'l Student Initiative
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-24 **Available Openings:** 1

Job Summary

To provide effective recruiting and advising services to international (visa) students and Canadian students schooled outside of Canada as well as international students studying in Canada on behalf of the University, with the goal of encouraging well-qualified students to seek admission to the University's undergraduate degree programs at both campuses, UBC Vancouver as well as UBC Okanagan. Advises students with international credentials concerning University admission criteria and specific program requirements for admission. With direction, plans and executes a wide range of recruiting and advising services in a variety of settings.

Organizational Status

Reports to the ISI Director Regional Recruitment on a strategic basis and to the Coordinator Regional Recruitment on an operational basis, and works collaboratively with members of other ISI regional teams and ISI staff at both the UBC V as well as the UBC O campus. Works closely and collaboratively with academic advisors and other faculty or staff involved with international students in the Faculties and student service units to support the recruitment, advising, admission and transition to UBC of an increased number of international undergraduate students from the region assigned.

Work Performed

1. In consultation with the Coordinator Regional Recruitment, plans, organizes and conducts visits to secondary schools and colleges in the region assigned, to meet with counselors and advise prospective undergraduate students. May involve meeting with prospective visiting students or students intending to transfer to UBC from other post-secondary institutions. May involve carrying out research on new schools to target. Plans and coordinates all aspects of preparation for overseas trips as assigned, to ensure activities are well-organized, efficient and cost-effective. Carries out all international recruiting and advising services in a professional manner.
2. Prepares and delivers effective presentations to groups large and small, proficiently using multi-media materials and other collateral to support public presentations. Plans and delivers effective group advising sessions in a variety of settings, focusing on studying at UBC in particular but may also present more generally about studying in Canada. Delivers presentations as scheduled for the weekly Campus Tour program and participates in the planning and delivery of other On-Campus recruitment activities targeted to international students and their families or visiting secondary school counselors.



3. With overall guidance and direction from the Coordinator, Regional Recruitment, plans, organizes and conducts special events such as Applicant Information Sessions or other types of yield events overseas or on campus, as required. In regard to overseas activities, may liaise with consular or trade commissioners at Canadian Consulates or Embassies abroad. On-campus yield events may involve close collaboration with the domestic recruitment team at UBC.
4. Conducts appropriate follow-up with contacts made with prospective students and counselors during overseas visits. Evaluates the outcomes of various recruiting activities, preparing post-trip reports in a timely manner, and making recommendations for changes or improvements to the Coordinator, Regional Recruitment. Reports to the Coordinator, Regional Recruitment, on such matters as changes to countries' educational systems, observations of market trends, competitors' activities, and identifies emerging international education opportunities for UBC in the region visited.
5. Advises prospective international students, school counselors, and others on current academic program opportunities at the University, on admission requirements, prerequisite studies required for certain programs, English language proficiency requirements, international student tuition fees, and Canadian study permit requirements. Provides information on housing and other student services available to international students at UBC. Advising takes place at secondary schools, at colleges for college transfer students, or at selected education fairs, as well as with individual students and their parents visiting the UBC campus. Advising also takes place through telephone, electronic mail and web-based correspondence with students, their families and counselors.
6. Applies in-depth knowledge and understanding of complex requirements and admissions policies, as well as knowledge of foreign credentials, international documentation and different countries' educational systems, in responding appropriately to inquiries. Provides students seeking admission to the University with a preliminary evaluation of their admissibility or non-admissibility to their choice of program, based on the student's current level of schooling and course work. Dealing with the latter requires tact, cultural sensitivity and discretion, and includes offering students who do not currently meet UBC admission criteria advice on what they can do to prepare themselves academically for future admission to the University. Conducts follow-up on prospective international students as appropriate.
7. Conducts a preliminary assessment of an applicants' English language proficiency on the basis of the applicants' background and advises applicants on all of the acceptable ways to demonstrate their English language proficiency for admission to UBC. Requires knowledge of international English language proficiency tests and the minimum test scores acceptable to UBC.
8. Participates in the planning and provision of on-arrival and transition support services for newly admitted international students, including providing students with registration support and advising on course selection, housing applications, and other matters pertaining to their transition to UBC. Liaises with the faculties and with advisors within International Student Development in providing this transitional support.
9. Provides in-put and feedback to ISI's Prospective Student Marketing, Communications and Social Media team in the development of promotional print and multimedia materials used for recruitment and advising purposes.
10. Participates in interactive on-line chat and other types of virtual meetings with prospective students, applicants and newly admitted students to encourage their interest in UBC.
11. Works proficiently with the Student Information System, the Client Relationship Management system and other data management systems to obtain information on the status of a student's inquiry or application for advising purposes. Works proficiently with the ezRecruit CRM system to plan school visits, record data obtained from schools, run reports, and communicate with prospects and applicants. Under direction of the Coordinator, Regional Recruitment, mines data on the progress and origin of applications, and monitors yield rates by school and region in terms of applications, eligibilities and registrants, to better inform future activities in a region.
12. May participate in the hiring, training and supervision of student assistants and clerical support staff. May assist in the training of other new Associate International Student Recruiter Advisors who join the regional team.



13. Undertakes other recruitment, advising and program development activities as required, in keeping with the terms of the position. May represent the unit on cross-unit projects or on other University committees as assigned.

Supervision Received

Works independently without direct supervision but within established guidelines, in close consultation with the Coordinator, Regional Recruitment. . Works closely and cooperatively with the other recruiter advisors assigned to the regional team, as well as with other staff in the ISI and within the University to meet the goals and objectives of the International Student Initiative. Exercises initiative, diplomacy, tact, resourcefulness and sound judgment when representing the University, particularly in settings that are distant from UBC. Must exercise cross-cultural sensitivity and intercultural skills when advising prospective students with different linguistic and cultural backgrounds. Must employ tact and diplomacy in interactions with Canadian Embassy Consular personnel, with parents of prospective students, with counselors and institutional representatives, as well as with faculty and staff at UBC.

Position is subject to annual performance reviews.

Supervision Given

Participates in the hiring, training and supervising of students assistants as required; may assist with training and supervision of support staff.

Consequence of Error/Judgement

This position is responsible for providing effective recruitment services and delivering accurate information about degree programs and admission to the University's undergraduate faculties. The dissemination of inaccurate information, exercise of poor judgment, without due tact and sensitivity would result in the loss of confidence in UBC by the student, the student's parents and school counselors and could jeopardize the school's relationship with UBC. Poor performance in carrying out recruitment and advising services would damage the University's reputation abroad and at home. Advising overseas students, counselors, and others incorrectly could have serious and costly consequences for the prospective student. Inability to plan and carry out costly international activities in a well-organized and professional manner could result in lost opportunities and cost overruns. Poor performance would reflect negatively not only on the ISI, but on the University as a whole and would deter international students from choosing UBC thus jeopardizing the University's ability to meet its international student enrolment objectives.

Qualifications

Undergraduate degree in a relevant discipline. A sound knowledge of University admission criteria, services and resources for international students. Knowledge of British secondary school systems, the International Baccalaureate, and other major international secondary educational systems would be an asset. Minimum of three years experience or the equivalent combination of education and experience. A marketing or public relations background would be an asset. International experience required. Experience working or living abroad is highly desirable. Experience in event planning would be an asset. Experience using UBC's in-house Student Information System, or experience using similar management information systems. Demonstrated ability to communicate effectively orally and in writing and to perform effectively in public-speaking roles. Excellent interpersonal and diplomacy skills as well as demonstrated ability to work effectively across cultures. Candidates must be proficient in at least one other language in addition to English, such as Mandarin or Cantonese, Spanish, Arabic, or Portuguese. Demonstrated ability to work effectively as a member of a high-functioning team in a fast-paced and results-oriented office environment. Ability to take initiative and exercise resourcefulness. Ability to travel extensively internationally as required. Possession of a valid BC Driver's License and access to a car. Proficiency in using Excel, Outlook, and other standard office software required.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities,



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persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13501
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level C **Business Title:** Associate Academic Advisor
Department: Applied Science, Deans Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-23 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

Responsible for developing, providing, and assessing developmental academic advising services and projects for the Faculty of Applied Science in order to support the academic success, personal development and retention of approximately 4,500 domestic and international students enrolled in 11 different undergraduate programs. The Associate Academic Advisor works as part of a coordinated team that includes Student Development, Careers, Access & Diversity, Community Service Learning and other Student Services to support the whole student. Additional responsibilities for this position may include: overseeing programs in support of Engineering Student Advising, such as Welcome Sessions for prospective and new Engineering students in secondary schools; supervising students; supporting recruitment and retention activities; using information technology at it relates to Engineering Student Services and the Faculty of Applied Science.

Organizational Status

The Associate Academic Advisor reports to the Director of Student Development and Advising or designate and works independently under general supervision. The Associate Advisor interacts regularly with Student Services personnel, faculty and university members, departmental advisors, student peer advisors, co-op students, and student personnel elsewhere on campus. The Associate Advisor may hire and supervise student employees. Some latitude of decision-making is required.

Work Performed

Student Academic Advising consists of program planning with students, evaluation of students' academic performance, conferring academic concessions and career planning. The Academic Advisor's primary duties are to:

(a) Program Plan

- Help students to develop a holistic view of academic and career plans in order to balance academic, professional, social and personal demands.
- Assess and interpret student's academic and personal goals and identify appropriate programs.
- Provide advice on University and Faculty of Applied Science degree and program requirements and admission criteria.
- Assist students with course selection to ensure they meet degree requirements and selected program prerequisite requirements.
- Assist students in investigating alternate and or additional educational options.
- Investigate and help resolve complex student program issues.



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- Evaluate and approve student requests to study outside UBC.
- Interpret and advise on University and School policies and procedures as they apply to individual student programs.
- Participate in Faculty advising events designed to improve the undergraduate experience and assist students with the cultural and academic transition to UBC.
- Evaluate programs and make recommendations for improvements.
- Participate in advising and orientation events organized by other UBC faculties and departments.
- Provide students with information about other UBC faculties, such as Arts, Science, Commerce, Education, and Graduate Studies and make the appropriate referrals.

(b) Evaluate

- Annually evaluate the academic performance of Faculty of Applied Science undergraduate students to ensure they meet promotion and continuation requirements. Promote students from one year to the next and authorize students' eligibilities
- for future sessions.
- Bi-annually adjudicate approximately 1,000 student records to determine graduation eligibility and degree standing.
- Investigate and evaluate discrepancies in student records (e.g., ungraded courses, year levels, program specializations, changes in registration, credit loads). Authorize changes where appropriate.

(c) Confer Academic Concessions

- Advise students on Faculty of Applied Science policy, procedures and regulations.
- Evaluate student requests for academic concession and provide appropriate advice, action and follow-up.
- Identify students in crisis, either personal or academic, and advise on available academic options and personal support services on campus.

(d) Career Planning

- Advise students about the development of career plans, professional skills development and provide referrals to the appropriate campus units for further exploration.
- Educate students on searching for data related to employment, occupational trends and other career information.

(e) Recruitment Outreach

- Participate in education career fairs and on-campus recruitment and outreach events for prospective students, their parents, secondary school counsellors, and college counsellors.

(f) Information Technology

- Contribute to the ongoing development of the Student Services web-site, providing feedback to the Communications team.

Supervision Received

The Associate Advisor works independently under the general direction of the Director Student Development and Advising or designate.

Supervision Given

This position may supervise student workers (peer advisors, co-op students, work-study students).

Consequence of Error/Judgement

Misinterpretation of University and Faculty policies can cause students serious difficulties in attaining their educational objectives. Advising decisions directly affect the quality of a student's undergraduate experience. Poor performance in this position will contribute to inefficient operation and low quality service being provided by Engineering Student Services. In turn, this not only affects the reputation and credibility of the Faculty of Applied Science and the University, but also the ability to recruit and retain students. If an Associate Advisor does not consider the intercultural aspects of communication with students, this can negatively affect the advisor's ability to function in a culturally diverse arena. Errors in decision making



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can have a serious negative effect on the Office's ability to carry out its mandate.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of three years experience or the equivalent combination of education and experience. Experience in a post-secondary advising or other student services area; UBC experience preferred. - Exceptional interpersonal skills; - Exceptional written and oral communication skills; - Excellent time management and organizational skills; - Excellent analytical and problem-solving skills; - Ability to make thoughtful, informed, and thorough decisions; - Proven ability to deal with the public effectively; - Ability to work independently with initiative, and effectively within a team environment; - Ability to handle stress within a multifaceted work environment; - Information technology skills, including word processing, desktop publishing, report design, use of the internet, etc.; - Demonstrated understanding of theories of student development an asset; - Knowledge of the SIS SISC an asset; - Diversity and intercultural sensitivity training or experience an asset; - Ability to travel outside UBC.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13495
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Academic Advisor
Department: UBCO - AVP Students
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-23 **Available Openings:** 1

Job Summary

The position is responsible for developing, providing, and assessing academic advising services, programs and projects in order to support the academic success, personal development and retention of UBC Okanagan campus students enrolled in all undergraduate programs through the Okanagan campus and providing information about Vancouver campus programs.

The position is also directly responsible for providing advising services for 1st to 4th year students specifically for the Faculty of Health and Social Development (FHSD) which is comprised of three distinct schools: the School of Nursing (BSN), the School of Social Work (BSW), and the School of Health and Exercise Science (BHK). These schools are all distinct and in combination offer 10 unique degree granting programs, have very specific and complex timetables & schedules, licensing requirements and practicum schedules. The position also advises students interested in the Go Global program.

Organizational Status

This position works independently and with initiative under the general supervision of the Senior Academic Advisor and the Associate Director, Student Development and Advising. This position provides consultation to Deans, Directors, Unit Heads, Senate Committees, Managers, and other faculty and staff. Advisors interact routinely with students in all Faculties at UBC Okanagan.

Work Performed

1. Provides development, assessment and advisement services to students by:
 - Assessing and interpreting student's academic and personal goals and identifying appropriate programs.
 - Planning programs with students, evaluating students' academic performance, providing support and resources, and assessing academic goals.
 - Providing advice on University and the unique degree program requirements and admission criteria.
 - Advising students on program specific timetables and course schedules within the three various Degree programs.
 - Advising students on various, complex licensing requirements for the three different programs within FHSD.
 - Advising students on specific and complex practicum schedules and requirements with all three degree programs within FHSD.
 - Working closely with practicum coordinators to ensure successful completion of program requirements.
 - Working closely with Enrolment Services to support concerns with FHSD students and multiple transcripts, transfer credits, Licensed Practical Nurses access, standardized time tables, and letters of permission.
 - Assisting students with course selection to ensure they meet degree requirements and selected program prerequisite requirements.



- Evaluating domestic and international transcripts and course outlines to determine appropriate transfer credit and year level.
- Helping students to develop a holistic view of academic and career plans in order to balance academic, professional, social and personal demands.
- Advising students about the development of career plans and providing referrals to the appropriate campus units for further exploration.
- Assisting students in investigating alternate and or additional educational options.
- Evaluating and assisting student's requests to study outside the UBC Okanagan campus.
- Providing support to FHSD students interested in Go Global by planning their Go Global experience, including planning their course selection based on very specific timetables and program requirements and mediating any issues or concerns brought forth with any exchange's interruption of on-campus coursework.
- Investigating and helping resolve complex student program issues.
- Reviewing student requests for academic concession and providing appropriate advice, action and follow-up.
- Identifying students in crisis, either personal or academic, and advising on available academic options and personal support services on campus.
- Providing assistance to both faculty and students regarding student records (full and blocked classes, waivers, transfer credit, academic concessions, late withdrawals and additions, and other issues.
- Bi-annually adjudicating approximately 1600 student records to determine graduation eligibility and degree standing.
- Evaluating discrepancies in student records (eg. ungraded courses, year levels, program specializations, changes in registration, credit loads). Authorizing changes where appropriate.
- Providing graduate checks to ensure students are on the path to successful graduation.
- Interpreting and advising on University policies and procedures as they apply to individual student programs.
- Evaluating programs and make recommendations for improvements.
- Developing and promoting best practices specific to FHSD and their programs.
- Reporting on applied information technologies pertaining to FHSD Academic Advising to evaluate the usage, functioning and communication success of technologies in student advising, recruitment, retention, and development.
- Collaborating on projects within student development, FHSD faculty, and across campus partners.
- Acting as a liaison and ambassador for Academic Advising and FHSD for initiatives that enhance the overall student experience.
- Working in partnership with the Schools within to develop accurate and easily understood website content and resources for current and potential students.
- Working with student groups and societies related to the FHSD.

2. Organize student outreach and retention efforts by:

- Developing and participating in retention strategies for undergraduate students.
- Conducting research, making recommendations, and implementing transition and retention projects for undergraduate students.
- Participating in the strategic planning and preparation of promotional materials to support the Faculty Promotional strategy.
- Organizing and or participating in advising, orientation and campus recruitment events designed to improve the undergraduate experience and assist students with the cultural and academic transition to UBC.

3. Administration:

- Participating in the recruitment, hiring and training of other professional staff or student staff.
- Providing and administration of student staff within the department.
- Evaluating and making strategic recommendations for improvement and growth, and building services and programs to suit.
- Participating on faculty or university committees where needed or assigned.

Supervision Received

Academic Advisors work independently under the general direction of the Senior Advisor and the Associate Director, Student Development and Advising.

Supervision Given



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This position may supervise student staff and or volunteers.

Consequence of Error/Judgement

Misinterpretation of University policies can cause students serious difficulties in attaining their educational objectives. Advising decisions directly affect the quality of a student's undergraduate experience. Poor performance in this position will contribute to inefficient operation and low quality service being provided by Academic Advising. In turn, this not only affects the reputation and credibility of Academic Advising and the University, but also our ability to recruit and retain students. If an Advisor does not consider the intercultural aspects of communication with students, this can negatively affect the advisor's ability to function in a culturally diverse arena. Errors in decision making can have a serious negative effect on the Department's ability to carry out its mandate.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Experience working with the student population, including domestic, international, aboriginal, and disabilities is an asset. The ability to deal with a diverse population in a calm, courteous, and effective manner. The ability to communicate effectively verbally and in writing is critical. Exceptional interpersonal skills. Demonstrated ability to work independently and with initiative. The ability to take the lead within a team environment. The ability to be a team player. The ability to effectively adopt and successfully use technologies that enhance the student experience and overall advisor efficiency. Ability to handle stress within a varied work environment.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13477
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Coordinator, Academics and Compliance
Department: Athletics and Recreation
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-27 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-24 **Available Openings:** 1

Job Summary

The Coordinator of Academics and Compliance supports the academic success and retention of approximately 650 varsity student-athletes and maintains institutional integrity in the area of athletic compliance. Responsible for the development of a comprehensive compliance program including rules and regulations, education for student-athletes, coaches and department staff as necessary. A professional level of judgement is required for interpretation and enforcement of the rules and regulations of the respective governing bodies. The Coordinator works at the university level (Canadian Interuniversity Sport (CIS) and National Association of Intercollegiate Athletics (NAIA) with coaches, staff and varsity student-athletes.

Organizational Status

Reports directly to the Associate Director, Intercollegiate and High Performance Sport.. Works independently with initiative and considerable autonomy under the general supervision of the Associate Director, Intercollegiate and High Performance Sport. Works closely with varsity coaching staff and student-athletes.

Work Performed

Compliance and Eligibility:

Responsible for the development of a comprehensive compliance program including rules and regulations, education for student-athletes coaches and department staff as necessary.

Maintains current knowledge of eligibility and compliance rules and regulations within Canada West conference, CIS and NAIA, by attending conferences and workshops.

Determines and confirms eligibility status of, and ensures all varsity student-athletes are eligible to participate according to the rules and regulations of Canada West, CIS and NAIA governing bodies.

Responsible for the enforcement of rules and regulations in regards to compliance and eligibility.

Ensures compliance with University, Canada West conference, CIS and NAIA legislation.

Responsible for seeking proper interpretation of the rules when in question, as well as coordinating any compassionate appeals as deemed appropriate.

Assists coaches, athletic department employees and university personnel with conference, CIS and NAIA legislation based upon interpretation of Canada West CIS and NAIA manuals.

Assists with revisions to the student-athlete handbook as necessary and specific to compliance and eligibility rules and



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regulations.

Responsible for the preparation of eligibility certificates, player participating declarations and other institutional, Canada West, CIS, NAIA forms; ensures accuracy and timely submission as required.

Monitors student-athlete academic progress on a weekly basis ensuring varsity athletes are academically eligible throughout the year.

Monitors academic performance to ensure continued eligibility.

Ensures a historical record of varsity student-athletes eligibility record are up to date and accurate.

Submits Academic All Canadians Scholar-Athlete nominations at end of year to the applicable governing bodies.

Represents UBC in the NAIA Champions of Character program and submits Champions of Character nominations for NAIA student-athletes.

Works closely with Coordinator of Athletes Services to ensure all varsity student-athlete annual registration forms are completed in a timely manner.

Responsible for year-end reporting to respective governing bodies.

Academic Success:

Works with varsity coaching staff to ensure all admissions materials for new student-athletes are submitted as per University standards and protocols.

Works closely with enrolment services to provide transcript evaluations for prospective incoming transferring student-athletes and communicates accurate information to coaching staff as required.

Collaborates with enrolment services and respective faculties regarding priority registration for varsity student-athletes.

Monitors athletes' eligibility on a weekly basis and monitors academic progress towards their degree.

Develops and coordinates an effective study hall program for varsity student-athletes, with emphasis on first-year student-athletes and those facing academic challenges.

Responsible for hiring tutors to assist student-athletes with academic success progress, including hiring, orientation and payroll.

Works directly with student-athletes in delivering services such as letters to professors for missed classes due to official varsity competition.

Collaborates with respective faculties and or professors regarding missed exams, as required.

Determines the priority of broad base admission using Athletics attributes (guaranteed spots) for admission in the different faculties, as per respective faculty agreements.

Develops an academic support team for varsity student-athletes in collaboration with other faculties, specifically Faculty of Arts, School of Kinesiology and Faculty of Sciences.

Collaborates on student-athlete academic support projects with the Faculty of Arts and other units.

Acts as Faculty Athletic Representative (FAR) as per NAIA rules and regulations.

Keeps all required reports current and accurate.

Supervision Received

Works independently under the general direction of the Associate Director, Intercollegiate and High Performance Sport.

Supervision Given

Provides direct supervision to student staff. Reviews and evaluates performance of student staff.

Consequence of Error/Judgement

This position monitors varsity student-athletes eligibility and satisfactory academic progress towards their degree and is responsible to assist with academic success of the student-athlete. This position is also responsible for the athletic and academic eligibility of all student-athletes. It must be managed with the utmost of integrity and confidentiality. Errors in eligibility and compliance could result in significant consequences for the athletic program and the University resulting in negative publicity, fines and or possible suspension by the governing bodies.



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Qualifications

Undergraduate degree in a relevant discipline. University degree in sport administration or related field.

3-5 years administration experience required; experience in a post-secondary and or sport organization preferred.

Knowledge of CIS and NAIA rules and regulations required.

Excellent oral, written and communication skills.

Excellent time management and organizational skills, with ability to multi-task. Attention to detail essential.

Proficient in word, excel and excellent computer skills.

Good decision making ability.

Ability to exercise initiative, tact and diplomacy.

Positive attitude, strong administrative, organizational and interpersonal skills.

Ability to work independently and within a team. Minimum of four years experience or the equivalent combination of education and experience.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13521
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Aboriginal Student Advisor
Department: UBCO-Aboriginal Programs&Serv.
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-25 **Available Openings:** 1

Job Summary

Develops, provides, evaluates and assesses student advising services, programs and projects for the UBC Okanagan campus in order to support the academic success, personal development and retention of all undergraduate degree students with a particular focus on Aboriginal students.

Additional responsibilities for this position include: the creation and dissemination of print and electronic information related to all programs, assists in the development and use of information technology as it relates to student advising and Aboriginal Programs and Services, development and implementation of recruiting and retention activities that support the University International Student Initiative and student success; participates in the administration of the office.

Organizational Status

Aboriginal Student Advisors report to the Director of Aboriginal Programs and Services. The incumbent works independently, with initiative and considerable autonomy under the general supervision of the Director. The position contributes directly to the development of policy and priorities of the unit. The incumbent interacts regularly and consults with faculty and university members, departmental advisors, Student (Peer) Advisors, Work-Study students, and student service personnel elsewhere on campus.

Work Performed

1. Develops and assesses student advising services by:
 - Evaluating and making strategic recommendations for areas of potential improvement and growth in Aboriginal Programs and Services and developing programs and policies to suit.
 - Conducting research and preparing briefs, data and reports related to Aboriginal programs and services and the development and application of information technologies.
 - Maintaining current knowledge of student advising standards and best practices by attending and presenting at conferences and workshops and maintaining membership in student advising organizations.
 - Developing and maintaining a knowledge base of worldwide educational systems in order to advise students participating in exchange programs or considering taking courses outside of UBC and to advise students coming from other global educational systems.
 - Collaborating on student development projects with other campus units.
 - Researching and implementing liaison initiatives between other faculties and campus units.



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- Evaluating programs and recommending improvements.
- Evaluating and recommending promotion and continuation requirements.

2. Supports the academic success, personal development and retention of students by:

Directing students to develop a holistic view of academic and career plans in order to balance academic, professional, social and personal demands.

- Assessing and interpreting student's academic and personal goals and identifying appropriate programs.
- Providing advice on University degree and certificate program requirements and admission criteria, alternate and or additional educational options.
- Assisting students with course selection to ensure they meet degree requirements and selected program prerequisites.
- Investigating and resolving complex student program issues.
- Evaluating and approving student requests to study outside UBC.
- Interpreting and advising on University policies and procedures and regulations.
- Evaluating student requests for academic concession and providing appropriate advice, action and follow-up.
- Identifying students in crisis, either personal or academic, and advises on available academic options and personal support services on campus.
- Advising and educating students about development of career plans and providing referrals to other appropriate campus units for further exploration.
- Advising undergraduate students about all Faculties at the University including Science, Management, Education, Graduate Studies, Nursing, etc. in support of university-wide recruitment and retention strategies.
- Adjudicating student records to determine graduation eligibility and degree standing.
- Evaluating domestic and international transcripts and course outlines to determine appropriate transfer credit and year level.
- Evaluating applications and assisting with the declarations of majors and minors.
- Investigating and evaluating discrepancies in student records. Authorizing changes where appropriate.
- Contributing, interpreting and applying University admission policies.

3. Develops and implements recruiting and retention activities by:

- Developing, writing, editing and overseeing the design, publication and distribution of advising materials (print and electronic).
- Consulting and collaborating on the design, development, and editing of other promotional materials.
- Planning and preparing multimedia materials for publicity initiatives to promote academic programs at recruitment and orientation events.
- Evaluating promotional planning strategy on a regular basis.
- Participating in advising and orientation events for other campus units.
- Participating in education career fairs, welcome sessions and participating in on-campus recruitment initiatives.
- Participating in outreach events for prospective students, high school counselors, college counselors and parents as requested.
- Designing, developing, and implementing web technologies pertinent to the communication, outreach, and success of students in all programs.

4. Participates in the administration of the office by:

- Reporting on applied information technologies pertaining to Aboriginal Student Advising to evaluate the usage, functioning and communication success of technologies in student advising, recruitment, retention, and development.
- Participating in the recruitment, hiring and training of professional advisors and other staff as needed.
- Participating in development of operating policy to improve efficiency.
- Working collaboratively with the International Student Advisor in supporting the UBC Trek vision to recruit, retain, and promote the academic success of international students.
- Participating in the ongoing development of University wide student information systems and services, and contributing to the ongoing development of UBC's e-administration vision as it pertains to advising services.
- Acting as liaison between students and faculty departments to facilitate appropriate resolutions of disputes between faculty and students.



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5. Performs other tasks related to the support and development of student advising and the operation of the Aboriginal Programs and Services unit.

Supervision Received

Advisors work independently under the general direction of the Director Aboriginal Programs and Services.

Supervision Given

This position may supervise clerical staff and or student workers (peer advisors, co-op students, work-study students). Other student development staff regularly consult with the Aboriginal Student Advisors and assists in the hiring and training other advisors.

Consequence of Error/Judgement

Misinterpretation of University policies could cause students serious difficulty in attaining their educational objectives. Advising decisions directly affects the quality of student undergraduate experience. Poor performance in this position would contribute to inefficient operation and low quality service being provided by Aboriginal Programs and Services. This in turn affects the reputation and credibility of the University thereby affecting the recruitment and retention of students. Not considering the intercultural aspects of communication with and commitment to students can adversely affect the advisor's ability to function in a culturally diverse arena. Errors affect the quality of published materials and have negative financial implications.

Administration decisions directly affect the Aboriginal Programs and Services Office's ability to operate efficiently. Errors in decision making have a serious negative affect on the Office's ability to carry out its program and service responsibilities.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree required i.e.: BA, BFA, BMUS or related field required. Graduate degree in a related discipline preferred. Minimum of four years experience or the equivalent combination of education and experience. Three to five years experience in post-secondary advising or counselling and administration or an equivalent combination of education and experience. Exceptional interpersonal skills (creative, diplomatic, inter-culturally sensitive, patient, tactful, etc.). Exceptional oral and written communication, time management and organizational skills. Ability to make thoughtful, informed, and thorough decisions Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively with minimal supervision and within a team environment. Ability to handle stress within a multi-faceted work environment. Ability to travel outside UBC. Ability to effectively use MS Office at an intermediate level. Knowledge of SIS SISC an asset. Experience working with international students an asset.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13494
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Student Educ Co-ord
Department: UBCO - Social Work
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-23 **Available Openings:** 1

Job Summary

The Student Education Coordinator (SEC) is responsible for coordinating the School's Bachelor of Social Work (BSW) and Master of Social Work (MSW) programs, planning, coordinating and guiding major student oriented events, helping evaluate program and student effectiveness and formal and informal academic and programmatic presentations.

This position also requires limited classroom instruction responsibilities. This includes developing creative one-time and on-going student education projects, experiential learning exercises and integrative ungraded seminars.

Organizational Status

The UBC Okanagan campus School of Social Work along with the School of Nursing, Human Kinetics, and Health Studies is part of the Faculty of Health and Social Development (FHSD). For over 18 years the program has prepared students for professional social work positions in mental health, child welfare, public policy, aging, and other community helping specializations. The School has a Director, nine full-time tenured faculty members, two half-time tenured professors, one assistant Student coordinator, and one full time staff person. The Director has administrative and budgetary responsibility for the School, and reports to the FHSD's Dean. Annually the program sponsors approximately 90 to 140 students in local and distant community Student education.

The SEC works with the teaching faculty, researchers, staff, students, and community agencies but reports and is accountable only to the School's Director. The SEC serves the School of Social Work as a representative, planner, and ambassador to students, prospective students, community and government agencies within British Columbia, Canada, and selected foreign countries. Graduate and undergraduate students are guided by the SEC to negotiate the School and University's requirements, understand academic responsibilities, develop learning goals, and resolve dilemmas arising from their educational activities. Additionally, the SEC assists the Director and faculty in preparing for accreditation and other formal reviews. When needed the person also serves as the School's representative on local and distant student education accreditation committees, and maintains liaison with other Student Education Coordinators in Schools of Social Work across Canada.

Work Performed

- Coordinates the Bachelor of Social Work (BSW) and Master of Social Work (MSW) programs by:
 - Independently coordinating all non-teaching student aspects of the School of Social Work's undergraduate and graduate academic programs;
 - Ensuring that students are aware of graduation and other academic requirements;
 - Resolving student programmatic or administrative difficulties or directing them to resources on campus and in the community that



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can provide appropriate assistance;

- Planning, recommending for hiring to Director, supervising, and orienting Community Sessional Contract Instructors;
- Planning time and day placement of core courses and electives;
- Helping recruit students into the BSW and MSW programs;
- Chairing the BSW and MSW program committees; and
- Ensuring that all standing committees within the School have student representatives from the BSW and MSW programs.

2. Plan, coordinate and guide major student events and activities by:

- Overseeing student enrollment and registration, student orientations, student graduation ceremonies and other events;
- Overseeing the selection process and presentation of any student academic honors or recognition awarded by the School of Social Work.
- Reading the names of each student at the UBC O graduation ceremonies.
- Organizing student activities, clubs, and fund raising events;
- Helping develop grant proposals for funding student educational and recreational experiences; and
- Coordinating mentoring experiences for students who either are having difficulty passing academic courses, or for those who have exceptional talents and deserve special attention.

3. Evaluate BSW and MSW programs effectiveness and student competencies by:

- Assisting students and agencies to develop measurable educational goals; and
- Helping faculty determine whether students are fulfilling their educational requirements.
- Acting as liaison between agencies and students, tracking all assigned students and providing guidance and assistance to the student and agency if any difficulties arise.
- Communicating to the School's Director and faculty the needs and concerns of students, as well as tracking how students are progressing, all student related issues, and recommendations for resolving the difficulties.

4. Provide formal and informal academic and programmatic presentations by:

- Coordinating and providing leadership for student meetings and student union activities;
- Providing formal teaching seminars graded on a "pass fail" basis;
- Assisting in field liaison planning, agency visits, and student field evaluations.
- Developing and presenting specialized recruitment presentations, training for the School and community agencies, seminars, and other in-service programs for community agency workers;
- Directing one or more Field-Integrative-Student -Seminars graded on a pass fail basis when required;
- Developing, writing, updating, and editing the undergraduate and graduate student academic manuals;
- Assisting in maintaining manuals, forms, student information, events, and other required information on the School's website.

5. Provides orientation, graduation requirements, and Counseling services to students by:

- Developing and implementing an annual orientation for students and new instructors that communicates all educational expectations, requirements, codes of behavior and professionalism, and learning opportunities.
- Advising and teaching students how academic class instruction and field experiences link and work together.
- Communicating with the teaching faculty, understanding academic expectations, interpreting academic concepts into active student education goals and helping students understand their academic and citizenship responsibilities.
- Notifying and updating students concerning their academic and graduation status.
- Working with the faculty academic advisors to develop a plan for helping students more efficiently meet academic and graduation requirements.
- Ensuring that students know in a timely manner exactly what courses and academic work must be completed to become eligible for graduation.

6. Assure safety and accreditation requirements by:

- Developing and administering a disaster plan that instructs the School when individual accidents and mass disasters occur on or off campus, or warnings of a possible disaster is received.
- Maintaining all required student safety and health records and ensuring that all safety requirements are updated and systematically followed in the School.



-Assuring that all required student insurance and liability agreements are in place and are validated before a student is provided specialized or distant educational opportunities.

-Developing an individualized plan for returning students home from distant locations during periods of personal emergencies, civil unrest, financial difficulties, or other dangers.

Supervision Received

All decisions and work conducted by the SEC is subject to review, approval, and supervision of the Director.

Supervision Given

The SEC is responsible for supervising, training, rating and completing any required financial or other UBC paperwork for the Assistant Student Education Coordinator and any student or temporary workers assigned to help the SEC.

Consequence of Error/Judgement

This position requires a person who can work independently, perform multitasking, and make quick and accurate independent decisions. The SEC guides and directs students through the BSW and MSW programs. In addition the SEC consults, advises, and problem-solves with the faculty when students are having academic challenges, health, or behavioral problems. These tasks must be done rapidly and accurately. The SEC is often the first person to counsel students, and to know the seriousness of their problems. Incorrect decisions and recommendations concerning student difficulties can decrease the student's quality of learning, and damage community relationships. Additionally, a poorly made advise or recommendations can become financially costly for students and delay their graduation and opportunity to enter the workforce.

The SEC is expected to constantly evaluate the students' education and make recommendations to the Director and faculty for eliminating problems and improving the academic process. Additionally extremely good judgment is very important when counseling and helping students who fail to meet their learning goals. Furthermore, the SEC must know her or his limitations. Students are often emotionally upset and in some cases have a history of mental illness. The SEC must be able to identify situations that are in a state of crisis and require immediate professional mental health attention. In these situations the SEC is to alert the Director if time permits, and be capable of independently helping the person gain access to the hospital emergency room or appropriate helping professional. Additionally, the SEC must know when and how to appropriately inform the faculty of student crises and emergency health situations.

Qualifications

Undergraduate degree in a relevant discipline. A MSW or equivalent masters' degree with a minimum of five years of agency experience in the Okanagan Valley or other parts of Canada is preferred. Minimum of four years experience or the equivalent combination of education and experience. Candidates must have strong documented verbal and written communication skills, and the ability to work cooperatively with students individually and in small and large groups. Individuals with minority or racial status, or who have documented experience working in minority and racial communities are particularly encouraged to apply. It is desirable, but not required for the applicant to have served in a leadership, planning, management or educational capacity with a large university, non-profit organization or Government agency. Candidates must have training, experience and success in counseling and problem solving with individuals and agencies. An ability to creatively resolve difficult human problems, council students having difficulty with their education, and work productively with individuals and groups is required. Additionally candidates must demonstrate knowledge of social work education and acceptance of social work's professional values and ethics. Evidence of ability to work with and respect individuals from diverse cultures, ethnic and minority racial groups, and life styles must be presented and documented by the candidate. The individual will need strong skills in computer word processing, spread sheets, email, electronic calendaring, and simple graphics software.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities,



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persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13515
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Field Education Coordinator
Department: UBCO - Social Work
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-25 **Available Openings:** 2

Job Summary

The Field Education Coordinator (FEC) is responsible for independently administering, developing, implementing, and supervising the School of Social Work's undergraduate and graduate professional field placement and experiential learning programs. Developing field instructor training resources and developing formal grant proposals for funding student field education experiences. Identifying, recruiting, and developing new community student field sites, and maintaining a supportive and problem solving liaison with each participating agency and student assigned to a field placement. Assisting students and agencies develop measurable educational goals and determining whether students and agencies are fulfilling their contractual and educational requirements. This position also requires classroom teaching responsibilities and developing creative one-time and on-going field education projects, which includes defining the scope and structure of projects, developing budgets, identifying required resources, organizing the project or program, measuring the project's effectiveness, and reconciling accounts at the end of the project.

Organizational Status

The UBC Okanagan campus School of Social Work along with the School of Nursing, Human Kinetics, and Health Studies is part of the Faculty of Health and Social Development (FHSD). For over seventeen years the program has prepared students for professional social work positions in mental health, child welfare, public policy, aging, and other community helping specializations. The School has a Director, nine full-time tenured faculty members, two half-time tenured professors, one assistant field coordinator, and one full time staff person. The Director has administrative and budgetary responsibility for the School, and reports to the FHSD's Dean. Annually the program sponsors approximately ninety to one hundred and forty students in local and distant community field education.

Work Performed

1. Responsible for administering, developing, implementing and supervising the School of Social Work's professional field placement and experiential learning programs by:
 - Developing community relationships and recruiting community agencies who will provide our students with field supervision experience..
 - Developing and implementing an annual orientation for students and field instructors.
 Negotiating appropriate placements with students and agencies.
 - Evaluating and working with agencies that provide student placements, assuring that all field placements meet accreditation and



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legal requirements for worker safety.

- Evaluating and assuring that a legal contract approved by UBC exists for every agency hosting a field placement.
- Assuring that all required insurance and liability agreements are in place and are validated before a student is placed with an agency.
- Developing an individualized plan for returning students home from distant placements, during periods of personal emergencies, civil unrest, or other dangers.
- Developing, writing, updating, and editing the undergraduate and graduate field manuals, while assuring field education meets or surpasses all national accreditation requirements.
- Thanking the participating agencies and field instructors. When finances allow, the Field Education Coordinator organizes a formal program and luncheon to honor field instructors and agencies.

2. Developing field education learning goals jointly with the student and field instructor by:

- Working with the student to determine his/her personal education desires, and working with the School of Social Work accreditation requirements, and the host agencies service mandate and limitations to locate the correct placement.
- Visiting and evaluating the placement and student by mid-term and again toward the end of the term to determine if the goals are being successfully accomplished.
- Developing a corrective plan, if learning goals are found deficient, identifying concrete steps that must be accomplished to successfully complete field expectations or negotiating new goals between the student and field instructor.
- Communicating the reasons a student should be moved to a different placement.
- Communicating all School of Social Work and UBC Okanagan campus policy changes related to field placements directly to each agency, field instructor, and student.

3. Provides classroom teaching and develops creative field education projects by:

- Advising and teaching field instructors and students on how academic class instruction and field instruction link and work together.
- Providing bi-weekly seminars designed to teach students ethics and advanced clinical problem solving methods.
- Developing and delivering specialized professional training talks, seminars, and other in-service programs for community agency workers.

4. Acts as liaison between faculty, agencies and students by:

- Assuring that faculty liaisons are aware of the assigned agencies and any special needs of the students.
- Tracking all students assigned to faculty liaisons and providing guidance and assistance to the faculty liaisons if any difficulties arise.
- Working with the liaison and in coordination with the field instructor and student to jointly resolve problems stemming from the student's performance or the agency's ability to meet the individual's learning needs.

5. Provides support to the School of Social Work by:

- Communicating with the teaching faculty, the School's Director and faculty the needs and concerns of field instructors and students who are in community placements, as well as reporting how students are progressing, field related issues, explaining the context surrounding any concerns and offering recommendations for resolving difficulties.
- Administering a disaster plan that instructs the School when individual accidents and mass disasters occur off campus, or when warnings of a possible disaster are received.
- Maintaining manuals on the School's website reflecting current national accreditation standards, evidence based practice concepts, availability of community field placements, and an up-to-date summary of the learning experience offered to students by each participating community agency.

6. Performs other related duties as required.

Supervision Received

Reports to the Director, School of Social Work. All decisions and work conducted by the Field Education Coordinator is subject to



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review, approval, and supervision of the Director.

Supervision Given

This position is responsible for supervising, training, rating and completing any required financial or other UBC paperwork for the Assistant Field Education Coordinator and any student or temporary workers.

Consequence of Error/Judgement

This position requires a person who can work independently, perform multitasking, and make quick and accurate independent decisions. The Field Education Coordinator determines where to place Bachelor of Social Work and Master of Social Work students for their field experience. This must be done rapidly while simultaneously assessing the fit among students and agencies. Incorrect decisions concerning local and distant field placements can decrease the student's quality of learning, and damage community relationships. Additionally, a poorly made placement assignment can cause a student to drop the assignment and remain an extra term at the university. This is financially costly for the student and delays the person's opportunity to enter the workforce.

The Field Education Coordinator is expected to constantly evaluate the School's field education and make recommendations to the Director and faculty for eliminating problems and improving the placement process. Additionally extremely good judgment is very important when determining student field grades and helping students who fail to meet their learning goals. Grading requires an ability to measure achievements and abstractly consider the students accomplishments in a fair manner. The FEC also independently approves an agency for providing field instruction, and helps agencies meet accreditation requirements. Failing to make an appropriate termination or failing to correctly refuse sanctioning a person as a field instructor can place students in physical or emotional danger, limit student educational experiences, and jeopardize the School's academic accreditation.

Qualifications

Undergraduate degree in a relevant discipline. A MSW or equivalent masters' degree. Minimum of four years experience or the equivalent combination of education and experience. A minimum of five years of agency experience in the Okanagan Valley or other parts of Canada is required. An equivalent combination of education and experience will be considered. Strong documented verbal and written communication skills, and the ability to work cooperatively with small and large agencies. Individuals with minority or racial status, or who have documented experience working in minority and racial communities are particularly encouraged to apply. It is desirable, but not required for the applicant to have served in a leadership, planning, management or educational capacity with a large university, non-profit organization or government agency. Candidates must have training, experience and success in counseling and problem solving with individuals and agencies. An ability to creatively resolve difficult human problems, counsel students having difficulty with their field education, and work productively with individuals and groups is required. Additionally candidates must demonstrate knowledge of social work education and acceptance of social work's professional values and ethics. Evidence of ability to work with and respect individuals from diverse cultures, ethnic and minority racial groups, and life styles must be presented and documented by the candidate. The individual will need strong skills in computer word processing, spread sheets, email, electronic calendaring, and simple graphics software.

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Job Posting

Job ID: 13519
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level G **Business Title:** Director, Student Services
Department: Forestry, Dean's Office
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-25 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

The Director, Student Services is responsible for providing leadership and strategic direction for the undergraduate Student Services unit in the Faculty of Forestry. This includes supervising M & P staff responsible for advising, international and domestic recruiting, and co-op program coordination. The Director is responsible for devising support systems that are consistent with the policies, priorities, targets set by the Faculty of Forestry. The Director represents the Faculty of Forestry on a number of university projects to enhance student experiences, as well as serves as a back-up for the Associate Dean, Undergraduate Studies on a number of university and community committees.

Organizational Status

Reports to the Associate Dean for Undergraduate Studies. The incumbent is expected to spend considerable time interacting with department heads, program directors, faculty, students and staff to develop priorities and direction for undergraduate student services.

Work Performed

WORK PERFORMED:

Strategic Leadership

- Develops and implements a strategic plan to provide leadership and direction to the operation and management of the undergraduate program. This plan includes all aspects of the program including, marketing, recruitment, admissions, awards, and program management.
- Provides leadership on the development and enhancement of comprehensive student services across undergraduate programs.
- Advises and participates in long-term planning and delivery for development of undergraduate co-curricular and extra curricular activities in close consultation with faculty academic leadership.
- Facilitates the development of recruitment strategies, goals and activities to ensure continued attraction of high quality applicants to the program. As well, provides strategic direction on the development of recruiting strategies by identifying key markets from which to build faculty recognition and further diversify and strengthen enrolment.
- Reports on and makes recommendations for effective mechanisms for evaluating student satisfaction with academic programs and related program services. Interprets findings and develops strategies for improving areas of concern. Initiates programming and



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services aimed at enhancing the student experience.

- Identifies opportunities for improvements in curricular, co-curricular extra curricular activities and the overall student experience.

Enrolment Management

- Reviews admission criteria to ensure prerequisites remain consistent and current with degree requirements and makes recommendations for changes to the Associate Dean, Undergraduate Studies and the appropriate program director(s).
- Prepares recommendations, on behalf of the Faculty of Forestry, to the Senate Admissions Committee regarding undergraduate student appeals for admission.

Student Recruitment and Retention

- Develops and implements strategic and tactical plans for recruitment.
- Oversees retention activities for undergraduate students in the Faculty of Forestry.
- Provides leadership to domestic and international undergraduate student recruiters to ensure identified targets are achieved.

Administrative and Personnel Management

- Supervises all staff members in the Undergraduate Student Services Unit. Responsible for creating job descriptions, interviewing, hiring, training, supervising, developing, evaluating and terminating staff.
- Identifies staff training requirements and implements training and development sessions where appropriate. Coaches, mentors, and develops staff members to provide opportunities for career growth and development. Supervises and coordinates undergraduate student-related activities of other staff reporting to individuals outside of the Undergraduate Student Services Unit.
- Schedules all undergraduate courses. Works with Heads and Program Directors to determine appropriate course offerings, lab sections, room allocations, and course restrictions.
- Assigns scholarships and awards to undergraduate students in the Faculty of Forestry, in cooperation with the Association Dean, Undergraduate Studies.

Financial Management

- Develops the Student Services unit annual operating budget.
- Approves and recommends expenditures for the various internal activities of the Undergraduate Student Services Office.

Program Planning and Development

- Recommends and interprets program policies, procedures, and guidelines.
- Identifies student demands and service needs and recommends and implements appropriate enhancements.

Program Articulation

- Liaises with program coordinators of resource-based programs in post-secondary institutions in BC to create and approve articulation agreements, as well as updating existing agreements as curriculum changes occur.

Academic Adjudication

- Serves on the Faculty Adjudication, Advancement and Scholarship Committee, coordinates contributions of Program Directors, votes on all matters of adjudication, advancement and scholarship of undergraduate students.

Supervision Received

Works under very broad administrative direction from the Associate Dean, Undergraduate Studies and is required to make independent decisions.

Supervision Given

Directly supervises at least 3 M&P positions, temporary staff, and student assistants, as well as the student-related activities of at least 2 M & P positions that report to different units.

Consequence of Error/Judgement



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The success of the undergraduate programs in the Faculty of Forestry depends on a successful Student Services Unit through which Faculty enrolment and retention targets can be achieved. Errors in course scheduling can prevent students from successfully registering in courses and can result in lost teaching time, overbooked classes, disruption of class schedules, and general dissatisfaction on the part of students and instructors.

Qualifications

Undergraduate degree in a relevant discipline. Masters Degree in Education, Forestry, Natural Resources Management or related field, or an equivalent in education and experience preferred. A minimum of 7 years of experience or the equivalent combination of education and experience. Minimum seven years related experience in university or college academic advising, admissions or counseling work. Demonstrated experience in planning, organization and supervision. Excellent oral and written communications, judgment, and interpersonal skills are a must. Requires an individual who can make decisions independently. The Director must be tactful and articulate in dealing with faculty, staff and students. Experience in marketing and promotion an asset. Technical proficiency in using computer software and travel is required.

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Job Posting

Job ID: 13556
Location: Vancouver - Point Grey Campus
Employment Group: Service Unit Directors
Job Category: Business Development
Classification Title: Director,Business Dev & Ops **Business Title:** Director, Business Development and Operations
Department: VP Academic & Provost Office
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-27 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

In response to a rapidly changing demographic and economic global landscape, and the unprecedented worldwide demand for higher education, the University of British Columbia intends to establish a new international college on its Vancouver campus to meet the rising expectations of an increasingly mobile international student.

The college will enable outstanding students from a wide variety of international school systems and with different linguistic and cultural backgrounds to have the opportunity to transition into the University upon successful completion of the international college program. The Director will work with the Executive Director, with the Provost's Office and key campus constituencies to effectively and energetically drive the project forward from start-up with a pilot transition program opening in September 2014, enabling the college to grow to a proposed steady state international enrolment of 1,000.

Organizational Status

UBC seeks to appoint an experienced and dynamic leader as Director, for the international college. This position will initially report jointly to the Vice Provost and Associate Vice President Enrolment and Academic Facilities, and the Vice President, Finance, Resources & Operations, and subsequently to the Executive Director and to the Comptroller of the University. The Director will bring strategic and business acumen, operational leadership, and financial and project management expertise to support the Executive Director.

Work Performed

Business Development

- Coordinate and drive a unique vision to broaden and enrich the catchment of the University's undergraduate student population.
- Develop innovative and strategic long term business plans. Working closely with the International Student Initiative, specifically the identification of business opportunities to attract and retain international fee-paying undergraduate students to enroll in the college.
- Identify public relations opportunities and formulate communication strategies in the promotion and fostering of the college's mission.

Strategic Leadership



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- In consultation with the Executive Director, develop and operationalize the overall vision of the college.
- Develop and establish structure of operation, terms of reference, governance, and advisory groups.
- Determine and direct the planning of a complex series of work streams crossing over student services, learning systems, student housing, academic infrastructure, and governance issues.
- Identify potential partners and develop strategic partnerships.
- Mediate and negotiate agreements within and among stakeholders.
- Develop evaluation mechanisms to demonstrate the achievement of the college.

Operational Leadership

- Support the Executive Director in the overall management of operational matters, financial performance, and project leadership including ongoing forecasting, financial reporting and leveraging the University's finance function.
- Oversight of all human resource, facilities and information technology matters.

Decision Making

- The Director will draw on a broad spectrum of leadership skills and experience to fulfill his/her mandate, supporting the Executive Director to establish the organizational structure for the college, cultivating relationships with the Faculties and other constituencies, while meeting the University's ambitious international enrolment targets and revenue projections.

Supervision Received

Because the international college is still in the early stages of development and the search for an Executive Director not yet underway, the Director is expected to operate in a fluid and unstructured environment until the actual launch of the international college program. The position will initially report jointly to the Vice Provost and Associate Vice President Enrolment and Academic Facilities, and the Vice President, Finance, Resources & Operations.

Once the Executive Director is in place, the Director works under very broad direction from the Executive Director and the Comptroller.

Supervision Given

Will manage staff and contractors.

Consequence of Error/Judgement

N A

Qualifications

Undergraduate degree in a relevant discipline. Minimum of ten years of related experience in a senior management position involving strategic business planning or the equivalent combination of education and experience. A financial qualification would be an asset, or at a minimum, a successful track-record in positions with direct financial responsibilities. Ability to develop and monitor budgets. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to work in a team environment. Ability to develop and maintain cooperative and productive working relationships. Diplomacy, the ability to listen and assess opposing ideas, and to work collegially to achieve consensus while maintaining focus and an eye on the longer term objectives is highly valued. A proven track record of successfully initiating and steering major, complex projects involving multiple constituencies. Flexible and entrepreneurial; able to recognize and act on opportunities and to respond to changes and challenges to mitigate risk. Familiarity with new learning technologies and learning management systems to support on-line learning would be an asset.

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Job Posting

Job ID: 13528
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Physical Therapy
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-09-01
Job End Date: 2013-04-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

To assist in participant data collection and data entry for a research study.

Organizational Status

Reports directly to the Principal Investigator (Teresa Liu-Ambrose).

Work Performed

- Photocopying and preparing forms;
- Mailing, receiving and tracking questionnaires;
- Compiling and tracking contact information of agencies for the study;
- Entering data from questionnaires using computer software into a database;
- Maintaining participant lists (creating folders or updating information in an existing spreadsheet);
- Administering questionnaires from a script and recording responses;
- Assisting the lead Research Technician with coordinating time-lines on deadline driven research projects;
- Assisting the lead Research Technician with coordination of experiments and implementation of experiments;
- Collecting data under direct supervision;
- Running preset experiments;
- Performing other related duties as assigned.

Supervision Received

Works independently in consultation with the Research Technician heading the study and the Principal Investigator. This will involve working with developed systems and procedures, following direction from the Team Coordinator and Head of the research program (will not be working independently, will be working as a part of a team, under direction).

Supervision Given

N A



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Consequence of Error/Judgement

Inappropriate judgement would compromise the quality of research studies and related data acquisition and the reporting of research outcomes.

Inappropriate judgement would compromise research success and affect the credibility of the Principal Investigator.

Qualifications

High School graduation. Preferred 2 years of University education. Minimum of 1 year of related experience or the equivalent combination of education and experience. Preference given to those with related experience in a university health research laboratory or office. Excellent ability to communicate effectively verbally and in writing. Excellent ability to effectively manage multiple tasks and priorities. Excellent organizational skills. Demonstrated ability to work effectively independently and in a team environment. Demonstrated ability to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to exercise tact, discretion and maintain confidentiality. Ability to effectively use various word processing software, spreadsheet programs and Internet at a basic level. (e.g., Outlook, MS Word, MS Excel)

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Job Posting

Job ID: 13524
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Psychiatry
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2013-08-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-25 **Available Openings:** 1

Job Summary

To assist with basic research with several projects involving animal research.

Organizational Status

This position works with the PI, the Research Facilitator, Research Associate and a Graduate Student.

Work Performed

Keeps track of number of animals used for experiments
Assists with daily maintenance and care of animals
Assists students with basic animal experiments
Assist with Western blots
Data collection and entry
Search articles for senior researchers to evaluate
Cleaning: running dishwasher, cleaning tools, removing recycling boxes, unpacking shipments.
Liaise between the PI, co-investigators, and stake holders
Other related duties

Supervision Received

This position reports primarily to the Principal Investigator and secondly to the Research Facilitator.

Supervision Given

None

Consequence of Error/Judgement

The position works within well-defined guidelines and procedures, all issues should be reported to the Research Associate and Supervisor. Work is routine and repetitive. Minimal judgment required.



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Qualifications

High School graduation. Experience with data collection, data base creation and maintenance. Minimum of 1 year of related experience or the equivalent combination of education and experience. Minimum 1 year related experience in a science lab research environment.

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Job Posting

Job ID: 13451 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: College of Health Disciplines
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2013-03-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-28 **Available Openings:** 1

Job Summary

The Division of Health Care Communication in the College of Health Disciplines at UBC is seeking a project assistant to help with research and development projects about active involvement of patients' clients in the education of health professionals. The goal is to make the authentic and autonomous voice and expertise of patients, who are 'experts by lived experience,' part of health professional education through the development of educational programs including the UBC Interprofessional Health Mentors program, Patient & Community Voices workshops, etc. We aim to create long term and trusting partnerships with community organizations to promote patient-centred interprofessional practice and provide new teaching and learning resources for health professional programs at UBC. This work brings together patients (e.g. people with chronic conditions' disabilities), community organizations, students and faculty to develop sustainable interprofessional student-centred learning activities provided in partnership with patients and community organizations. The project assistant will help with research, program development, implementation and evaluation of these educational activities for students.

Organizational Status

Reports to the research coordinator and co-directors of the Division of Health Care Communication.

Work Performed

Assists with participant recruitment (e.g. students, patients, community organizations). Assists with collecting and summarizing information from individuals and groups in the community for research and development projects. Assists with administering forms, questionnaires and surveys and analyzing responses. Assists with facilitating focus groups and transcript analysis. Assists with developing and maintaining relationships with community organizations and patient educators. Maintains detailed records of meetings and other project related activities. Assists with preparing progress reports and disseminates information about the projects. Assists with organizing and coordinating program events (e.g. information sessions, orientation sessions, symposiums, workshops, seminars, meetings, etc.)

Supervision Received

Reports to the Research Coordinator and ultimately the Co-Directors of the Division. Wherever possible, will receive detailed instructions on assignment of new duties; these will usually be worked out in team planning sessions. Thereafter, regular supervision will be available on a daily basis via the Research Coordinator.



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Supervision Given

Not applicable.

Consequence of Error/Judgement

All decisions would be made in consultation with the team. Work will be reviewed periodically for achievement of milestones, cost control and quality of performance by the Research Coordinator and Co-Directors. The novel and sometimes controversial nature of the work requires that we establish and maintain good relationships and credibility with a wide range of collaborators and interest groups. Failure to adhere to the best practice of interpersonal skills, ethics in research could jeopardize these relationships.

Qualifications

High School graduation. Undergraduate courses in social sciences or combination of relevant education and experience to the degree equivalency preferred. Minimum of 1 year of related experience or the equivalent combination of education and experience. Minimum of one year related experience including experience in report preparation; experience liaising with various community groups; previous work in a non-profit organization and experience in event planning will be considered advantageous. Well developed organizational skills, basic qualitative and quantitative data analysis skills. Insight into problems in health care communications, research and development in the community, and how to improve personal communications.

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Job Posting

Job ID: 13526
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Assistant
Department: Centre for Disease Control
Salary: \$ 19.55 - \$ 21.42 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-08-01
Job End Date: 2013-07-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

Job Summary

The BC Centre for Disease Control (BCCDC) provides provincial and national leadership in public health through surveillance, detection, prevention and consultation and provides both direct diagnostic and treatment services to people with diseases of public health importance.

The successful applicant will be responsible for assisting the mHealth Unit with research activities on grant-funded studies within the mHealth area of the Clinical Prevention Services Division. One part-time (2 days at 7.5 hours) position is available with the potential to move to full-time (grant dependent).

Organizational Status

The research assistant will work in collaboration with the mHealth coordinator, epidemiologist, principal investigator and co-investigators in executing the mHealth studies and related duties. This research assistant will be responsible for assisting the mHealth unit with overall study-related duties.

She He will assist in documenting all relevant data, and in the case of ambiguous or incomplete data, will refer the matter to the Principal Investigator or the other investigators. Since accuracy is of paramount importance, the research assistant's work is subject to periodic audit or review.

Work Performed

Data entry, data verification, and quality control;
Assist in data collection activities;
Interview and focus group transcription;
Literature searches, article retrieval and literature reviews;
Reviews reference lists of articles and papers;
Basic statistical analysis and qualitative data analysis, if needed;
Preparation of study-related information packages by performing duties such as organizing and printing documents and circulating to co-investigators and other stakeholders;
Responding to study-related phone calls, emails and in-person inquiries from supervisors and providing relevant information;
Works with the research team to develop research funding proposals to national and international granting agencies;



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Ensuring project is conducted in accordance with procedures outlined in approved application to the Behavioural Ethics Research Board at UBC; when necessary, prepare and submit amendments to ethics application;
Collaborating with community partner organizations, NGOs, governmental and other agencies

Supervision Received

On routine matters, the research assistant will work relatively independently, in collaboration with the principal investigator and the research coordinator. He she will report directly to the principal investigator.

Supervision Given

As this is a junior position, there is no supervision given.

Consequence of Error/Judgement

Work may involve direct contact with mHealth study participants that may be from marginalized populations. The research assistant will be required to apply sound judgment to all facets of their duties within this role.

Qualifications

High School graduation. Undergraduate degree in a relevant discipline. Masters student in Public Health preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Highly organized and able to work independently

Strong written communication skills

Experience working with marginalized populations

Ability to work with a diversity of people in a calm, courteous, and effective manner

Experience with data entry

Ability to effectively use MS Word, Excel and SPSS at an intermediate level

Qualitative and or community-based research experience is an asset

Fluency in English required, fluency in other languages an asset

Ability to work independently with minimal supervision

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Job Posting

Job ID: 13487
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Obstetrics & Gynaecology
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-07
Job End Date: 2013-08-07
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-23 **Available Openings:** 1

Job Summary

The primary focus of the Research Assistant is to provide assistance with on-going clinical research studies within the Department of Obstetrics and Gynaecology Research Program. Exceptional interpersonal skills, as well as a high degree of motivation, enthusiasm and initiative are required. Formal phlebotomy training (blood draws) would be an asset. Access to a vehicle an asset. Some travel required.

Organizational Status

Is supervised by and reports to the Principal Investigator and Research Coordinator.

Work Performed

- Assisting with study visits:
- Obtaining study samples (e.g. urine, meconium, blood)
- Taking blood pressure measurements
- Administering questionnaires to patients
- Conducting home visits
- Organizing study files
- Preparing and organizing study materials (e.g. preparation of visit materials; assisting with mail-outs)
- Assisting with study recruitment (identifying subjects; explaining study procedure; obtaining informed consent; posting flyers)
- Assisting with survey administration
- Assisting with data collection, including assistance with Case Report Form completion and query resolution

Supervision Received

Aspects of the work will be done independently or under supervision of the Research Coordinator

Supervision Given

None.



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Consequence of Error/Judgement

The Research Assistant is required to conduct all research activities in an ethical manner and with adherence to the Tri-Council Policy Statement concerning Ethical Conduct for Research Involving Humans. Any procedures or data recorded as part of this study must be accurate and must accurately reflect the work performed. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the Principal Investigator, the Department Head, and the Research Assistant's governing professional organization (if applicable).

Qualifications

High School graduation. Phlebotomy training (Lab Technician certification preferred). Minimum of 2 years related experience or the equivalent combination of education and experience. Previous experience in research an asset. Ability to communicate effectively verbally and in writing Ability to gather, record, and organize information Ability to effectively use <job-specific software> at a basic level (e.g., Outlook, MS Word, MS Excel) Ability to effectively manage multiple tasks and priorities Ability to work effectively independently and in a team environment Phlebotomy training an asset.

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Job Posting

Job ID: 13505
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Cardiology Division
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2013-07-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-24 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

The Clinical Research Assistant is to support the activities related to the clinical research conducted by the research group.

Organizational Status

Director of Research
v
Investigators (Cardiology & Cardiac Surgery)
v
Research Manager
v
Research Coordinator
v
Research Assistants, Students

Work Performed

- Prepares shipping of study patient blood (including dry ice) according to appropriate instructions regulations; centrifuging blood specimens and delivering to hospital lab; maintaining clean (bleached) counters where specimens are handled
- Screens patient electronic charts for recruitment based on clinical criteria on behalf of coordinators
- Independently approaches patients for study participation; ensures eligibility; obtains consent; performs appropriate lab tests including venipuncture and correct tubes
- Venipuncture for patients in (any) clinical trials when required by coordinators
- Assists in the preparation of materials required for enrolling patients into studies and ensuring stocking of these materials (i.e., folders, blood tube packages, consent forms, etc.)
- Obtains appropriate related study data and results including blood work, electrocardiograms (ECG's), and angiographic and surgical records
- Collects clinical data for patient referrals
- Implements data collection, data entry and management. Maintains clinical registry data
- Orders study supplies and is accountable to the Investigator, sponsor and federal regulatory bodies as per good clinical



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practice guidelines (GCP)

- Facilitates participation of fellows, residents and medical students (keys, Identification, pagers etc.)
- Ensures office supplies and equipment are stocked and in good working order
- Assists in obtaining signatures on study documents, letters, etc., delivering incoming outgoing mail, courier, faxes, e-mails, telephone messages, etc. to appropriate staff in a timely fashion.
- Photocopies all requested charts or arrange to have them held on wards or in Health Records until able to copy
- Maintains patient confidentiality
- Maintains a neat and pleasant shared space for monitors and visitors
- Assists in a variety of tasks related to specific studies

Supervision Received

The Research Assistant works under general supervision in carrying out familiar phases of duties and responsibilities; receives instruction during orientation and on subsequent new assignments or changes in procedures.

Supervision Given

The Research Assistant acts as a resource with hospital staff, patients and colleagues. May explain work and initiate new employees into routines.

Consequence of Error/Judgement

The Research Assistant is responsible for:

Lack of careful attention to regulatory guidelines and approvals could suspend Investigator physician and hospital University as a site for further clinical research and or funding. The performance of clinical trials and research projects must strictly conform to appropriate regulations:

- 1) Personal: maintaining professional behavior, confidentiality and respect for patients and staff
- 2) Local: the UBC Clinical Research Ethics Board
- 3) Provincial: B.C. Privacy Act
- 4) Federal: Health Canada, International Conference on Harmonization, Tri-Council Policy Statement, Good Clinical Practice and
- 5) International: U.S. Food & Drug Administration.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree in related field. Venipuncture certification. Minimum of 3 years related experience or the equivalent combination of education and experience. 3 years practical experience in research and healthcare. Effective oral and written communication, problem solving, interpersonal, multi-tasking and excellent organization. Ability to be thorough, accurate, and have a high level of attention to detail. Efficient, punctual and cooperative. Ability to work independently with minimal supervision. Computer skills including Word and Excel as well as dangerous goods training are preferred. Knowledge of the heart catheterization lab and environment is preferred, and experience with cardiovascular medical research and clinical trials is an asset. Hepatitis B active immunity will be required either prior or at the start of employment.

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Job Posting

Job ID: 13493
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Devlpmtl Neurosci&Child Health
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-07-30
Job End Date: 2013-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-23 **Available Openings:** 1

Job Summary

The Research Assistant, Preventable, is responsible for being the lead person and contact for injury prevention partners and committees. The Research Assistant will plan and coordinate social marketing campaigns including drafting backgrounders and fact sheets, conducting research and obtaining statistics to support social marketing campaign activities and enquiries. This position is also responsible for website management and administration.

Organizational Status

The Research Assistant reports to the Executive Director, Preventable and works closely with the Senior Program Manager for Preventable.

Work Performed

- Plans and coordinates the implementation of safety and injury prevention programs that raise awareness of safety and preventable injuries throughout the province.
- Works closely with Preventable partners, internal and external stakeholders in identifying needs for social marketing programs. Assists in the development of comprehensive project proposals and plans for identified programs, including program objectives, key deliverables, resource requirements, timeframes, and anticipated project outcomes.
- Researches, collates and analyzes data and information related to program area. Ensures high levels of involvement of Preventable partners and other stakeholders where appropriate. Provides assistance in the development of comprehensive program implementation plans that address overall objectives and outcomes.
- Coordinates the monitoring of program initiatives, social media and website usage and measures results achieved against expected outcomes for the program. Provides reports to the Executive Director on an ongoing basis and makes recommendations regarding modifications or changes to the program as required to achieve desired results.
- Develops and maintains strong working relationships with other Preventable's injury prevention partners and key provincial stakeholders in areas related to program initiatives. Represents Preventable with stakeholder committees, relevant associations, media, and interest groups in relation to key programs.



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- Prepares comprehensive written reports and documentation for program development purposes.
- Travels occasionally on Preventable business.
- Maintains current and expert knowledge of developments in the field of safety, injury prevention, and social marketing techniques by reviewing relevant literature and attending seminars and conferences. Develops and maintains a network of key contacts nationally and internationally in specific social marketing program areas.
- Performs other related duties as assigned.

Supervision Received

Reports to the Executive Director, Preventable.

Supervision Given

No supervision required.

Consequence of Error/Judgement

BCIRPU is situated within Developmental Neurosciences & Child Health: Neurons to Neighbourhoods, which is a research cluster of the Child and Family Research Institute. Errors made could influence the ability of research staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the Unit, Centre, Institute and individual Investigator(s).

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 3 years related experience or the equivalent combination of education and experience. High degree of computer literacy with ability to use word processing, spreadsheet, internet and electronic mail applications at an intermediate level. Experience with online literature searches, web-based applications and or desk-top publishing applications (including Adobe Photoshop and or Illustrator and Microsoft Publisher) would be an asset. Working knowledge of Adobe Creative Suite (Photoshop, Indesign, Illustrator) and mapping software (ARC GIS or equivalent) would be an asset. Superior Organizational skills. Extensive experience using Microsoft Office (WORD, Excel, Powerpoint, Outlook). Ability to communicate effectively verbally and in writing. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to perform word processing at 50 words per minute. Ability to operate job-related office equipment. Ability to work effectively independently and in a team environment. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to exercise tact and discretion. Ability to approach interactions with an awareness of sensitive issues. (e.g., issues concerning specific cultures). Ability to use initiative.

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Job Posting

Job ID: 13509
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Ctr-Molecular Med&Therapeutics
Salary: \$46,003.00 - \$50,020.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-20
Job End Date: 2013-08-19 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-24 **Available Openings:** 1

Job Summary

This position focuses on functional genomics research in human populations and has two aspects, both critical to the Kobor laboratory: Lead Technician of genome technologies infrastructure and Lab Manager. As Lead Technician, this is a research position in which complex and advanced technical and statistical skills are required. This position's primary purpose in the lab is the successful advancement of interdisciplinary research projects that examine the causes and health outcomes of epigenetic variation in humans. As Lab Manager, this position supervises the daily operations of the lab to ensure smooth functioning and troubleshoots any problems that arise. Responsibilities also include selected administrative duties.

Organizational Status

This position reports directly to the Principal Investigator, Dr. Michael S. Kobor.

Works in an air conditioned, well illuminated scientific laboratory with adequate bench space. Possible hazards include chemicals, radiation and biohazardous materials at the bench and surrounding area. Standard safety procedures are in place to protect the employee and minimize accidental exposure to work place hazards.

Work Performed

As Lead Technician:

- Plans, designs and conducts genome-wide DNA methylation and gene expression experiments;
- Analyzes and compiles data in study report preparation, presents results, and participates in the preparation of scientific manuscripts;
- Implements new protocols and techniques in consultation with supervisor;
- Designs and writes standard operating procedures for developed methodology;
- Troubleshoots procedures and optimizes the application of the procedure to a specific project. Analyzes results and provides recommendations to supervisor regarding reasons for variances problems issues;
- Acts as liaison with collaborators and other researchers
- Participates in weekly lab meetings;
- Performs other related duties.

As Lab Manager:

- Responsible for negotiations and ongoing relations with vendors;



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- Orders lab materials and reconciles purchases on monthly basis;
- Acts as a resource person consultant to laboratory personnel and other investigators for research projects, including data interpretation and trouble-shooting for sample preparation and experimental design;
- Assists in selection and recruitment of junior lab personnel;
- Responsible for training of lab personnel;
- Manages all aspects of daily laboratory operations in accordance with UBC and related policies;
- Participates in lab manager and safety committees at CMMT;
- Maintains records, inventory, and databases

Supervision Received

The general scope and direction of the research is under the jurisdiction of the principal investigator. This position works independently, reporting weekly to Dr. Michael Kobor during individual meetings and at lab meetings. This position requires minimal supervision. The employee will be expected to complete UBC safety courses.

Supervision Given

This position does involve occasional training and supervision of undergraduate Research Assistants.

Consequence of Error/Judgement

The incumbent will make important decisions affecting the functioning of the lab. Incompetence or incorrect decisions could jeopardize research progress, collaborations, finances and employee safety, and adversely impact future project objectives and personnel. Poor judgment would result in loss of experimental data and delay in conducting research.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. - University degree (M.Sc. Strongly Preferred). Minimum of 4 years of related experience or the equivalent combination of education and experience. - A minimum of four years practical experience in laboratory research performing DNA methylation and gene expression microarray analysis and pyrosequencing

- Advanced knowledge of biostatistics and bioinformatics required
- Proven ability to multi-task in a deadline oriented environment, while remaining flexible and responsive to changing needs
- Effective oral and written communication, analytical, and interpersonal skills
- Demonstrated ability to lead small groups
- Excellent organizational skills, thoroughness, accuracy and attention to detail
- Ability to exercise tact, diplomacy, discretion, and confidentiality.

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(guests).

Design and develop user-interface Web-based systems for the database that will be compatible with hand-held devices used by community-based peer mentors working in real time 'in the field'.

Collaborate and communicate with project Resource Leads in various communities in BC.

Assist the Resource Leads to enter their data information into the database and provide constructive feedback to them about their work.

Review for consistency the data that the Resource Leads enter into the database.

Communicate with, advise and liaise with the CCPHE project team (employees), academic team (faculty members) and advisory board members (stakeholder organizations) of policies and processes of the database project.

Communicate with, advise and liaising with UBC Information Technology personnel as necessary.

Conducts complex analysis and interpretation.

Create, modify and maintain an online database utilizing Filemaker Pro and PHP SQL on both Microsoft Windows IIS and UNIX Apache web servers.

Develop and maintain a web browser-based user interface to the database in cooperation with various user groups utilizing PHP, Java, JQuery and HTML programming languages.

Troubleshoots complex database Web-based system problems.

Participates in complex research CCPHE evaluation and activities.

Provides instruction and training in the use of the CCPHE database and Web-based interface systems.

Writes reports and assists in presenting this work to diverse community, academic and stakeholder audiences.

Assists and educates project staff, students and academics regarding these complex systems.

Carries out any other related duties as required.

Supervision Received

Works independently under administrative direction.

Supervision Given

May be required to provide direction to other project team members; oversees the database entry work of and demonstrates techniques to project team members and or students as required.

Consequence of Error/Judgement

Errors made could influence the ability of researchers to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the Department's investigators. Poor decisions may be damaging to the reputation of and cause financial loss to the Principal Investigator, the Department and the University.

Inability to support the development and implementation of strategic initiatives could diminish the Department's ability to attract the support of the scientific community; poor public private sector relationships could result in a negative image of the Department and may impact on research funding made available through partnerships.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 4 years of related experience or the equivalent combination of education and experience. Experience with designing databases of community resources for communities countries. Experience in the social or health service sectors, or community-based programs an asset. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Highly organized with effective time management skills. Ability and willingness to learn new skills is required. Ability to exercise tact and discretion.

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